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Disaster Recovery Plan

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# **COMMONWEALTH OF PENNSYLVANIA**



## **DISASTER RECOVERY PLAN**

**State Council of Civil Defense**





COMMONWEALTH OF PENNSYLVANIA

DISASTER RECOVERY PLAN

APRIL 1977

This Plan was prepared under a Disaster Preparedness Grant  
from the Federal Disaster Assistance Administration, U.S.  
Department of Housing and Urban Development.



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COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF THE GOVERNOR  
HARRISBURG

MILTON J. SHAPP  
GOVERNOR

State officials and elected heads of County and local governments have the statutory obligation to provide responsible leadership during emergency conditions. Emergency preparedness planning aimed at improving an overall capacity to deal with emergency situations and protecting the lives, properties, and resources of the people of the Commonwealth of Pennsylvania is an inherent leadership responsibility.

As we are aware from past experience, the Commonwealth is susceptible to the effects of both natural and man-made disasters. When the severity and magnitude of these disasters is such that effective recovery is beyond the resources of both State and local government, Federal assistance may be made available through the Disaster Relief Act of 1974, Public Law 93-288.

The Commonwealth of Pennsylvania Disaster Recovery Plan has been prepared to assign certain responsibilities to State agencies in implementing the programs authorized under the Disaster Relief Act of 1974, and to assist both public officials and private citizens to obtain, utilize and manage Federal Disaster Assistance available under the provisions of the Act.

Therefore, by virtue of the authority vested in me by the Commonwealth of Pennsylvania State Council of Civil Defense Act of 1951, P.L. 28, as amended, I hereby promulgate and issue the Commonwealth of Pennsylvania Disaster Recovery Plan, dated April 1977, as regulation and guidance.

  
MILTON J. SHAPP  
Governor

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# COMMONWEALTH OF PENNSYLVANIA

## DISASTER RECOVERY PLAN

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# DISASTER RECOVERY PLAN

## I AUTHORITY AND REFERENCES

### A. Authority

Disaster Relief Act of 1974, Public Law 93-288  
State Council of Civil Defense Act of 1951 (PL 28) as amended

### B. References

1. Title 24, Code of Federal Regulations, FDAA
2. FDAA Handbook for Applicants (3300.5)
3. FDAA Eligibility Handbook Under Public Law 93-288 (3300.6)
4. Digest of Federal Disaster Assistance Programs (HUD-FDAA-102)
5. Commonwealth of Pennsylvania Disaster Operations Plan

## II PURPOSE

- A. To describe procedures and responsibilities of the State and local governments, in coordination with the Federal government, to obtain, utilize and manage Federal disaster assistance made available to the State under the provisions of the Federal Disaster Relief Act of 1974 (PL 93-288) and State assistance to local governments.
- B. To outline the aid and assistance available and the procedures to be followed to obtain this assistance by local governments, individuals and businesses that are victims of disasters.
- C. To provide information on emergency preparedness or disaster recovery assistance which may be provided by Federal agencies under their own statutory authority in disaster situations which do not qualify as a major disaster.

## III SCOPE

- A. Provides the framework for State and Federal support to local governments in disaster operations and post-disaster recovery and rehabilitation services.
- B. Consolidates into a single publication the State and Federal disaster assistance programs and services available to local governments and individuals.
- C. Sets forth the procedures and policies for the administration of Federal disaster assistance under PL 93-288.

## IV DEFINITIONS

- A. Disaster — Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which results in damage to property, hardship, suffering or possible loss of life.
- B. Emergency — Any disaster which requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health or safety or to avert or lessen the threat of a major disaster.

- C. Major Disaster – Any disaster which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of the State and local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- D. Local Government – In the context of this plan, the Government of any County, City, Borough, Township, or Town, and includes any other public entity for which an application for assistance is made by the State or political subdivision thereof.
- E. Public Facility – Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development or airport facility, any non-Federal-aid street, road, or highway, and any other public building, structure or system, including those used for educational or recreational purposes, or any public park.
- F. Federal Coordinating Officer (FCO) – The person designated by the Administrator, Federal Disaster Assistance Administration, to coordinate Federal assistance in a declared emergency or major disaster.
- G. State Coordinating Officer (SCO) – The person appointed by the Governor to coordinate and supervise the State and local government disaster relief effort. He is responsible for providing information, advice and assistance to local governments making application for Federal disaster assistance. The Director, State Council of Civil Defense is the State Coordinating Officer.
- H. Governor's Authorized Representative – The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applicants for public assistance. The Director, State Council of Civil Defense is the Governor's Authorized Representative.
- I. Local Coordinating Officer (LCO) – The person designated by the local government to coordinate assistance within its jurisdiction. He will usually be designated by the local government as the Applicant's Agent for submission of requests through the State for Federal disaster assistance.
- J. Emergency Support Teams – The Federal Coordinating Officer may employ special Emergency Support Teams in a technical capacity to advise communities with unique disaster problems.
- K. Disaster Assistance Center – The location of Federal, State and local and disaster relief organization representatives, usually in a community support building such as a school, for the purpose of assisting individual disaster victims in obtaining disaster relief to which they are entitled.
- L. Municipal Information Center (MIC) – An office established by the SCO, in consultation with the FCO, usually at a central location within the disaster area from which to coordinate the State and Federal relief effort, and to provide information, assistance and advice to local governments making application for Federal disaster assistance.

## V SITUATION

### A. General Concept

1. It is the responsibility of all levels of government to prepare for and provide immediate response and recovery actions when manmade or natural destructive forces threaten or cause injury and suffering to persons and/or destruction or damage to public or private property.
2. Emergency situations may be of minor proportions affecting few people and little property, or they may be increasingly severe until they are of such proportions to constitute a major disaster.

#### B. Potential Hazards and Disasters

1. The Commonwealth of Pennsylvania is subject to floods, hurricanes, tornadoes and other natural disasters. Based on past experience, any part of the State is subject to a natural disaster with little or no advance warning.
2. Industrial and transportation expansion throughout the State makes all areas susceptible to disasters of an accidental nature.
3. The Commonwealth of Pennsylvania relies on external sources of supply for many resources essential to the health and welfare of its citizens and its economic well-being. A variety of circumstances, (work stoppages, interruptions of transportation, energy shortages, severe snow or ice storms, etc.), could present a requirement for emergency management of available resources.

#### C. Disaster Response Capabilities

1. The Commonwealth of Pennsylvania and its political subdivisions maintain a combination of governmental and volunteer emergency services organizations and facilities adequate to cope with limited emergencies. Based on economic considerations, those organizations are by design, inadequate to fully deal with major disasters.
2. The President's Disaster Relief Program is designed to supplement the efforts and available resources of State and local governments and voluntary relief organizations when the magnitude of the disaster is beyond the ability of State and local governments.
3. The President's declaration of a "major disaster" or "emergency" authorizes Federal assistance under the Disaster Relief Act of 1974 and triggers other Federal disaster relief programs.

### VI CONCEPT OF OPERATIONS

This section describes the procedures for requesting a "major disaster" or "emergency" declaration; describes what occurs after such a declaration; and lists the various forms of assistance which the Federal Government can make available to individuals, State and local government, and private nonprofit institutions.

#### A. Requesting a Major Disaster or an Emergency Declaration

1. The State Council of Civil Defense and local government Civil Defense organizations monitor developing or actual disaster occurrences. Before and during a disaster, the FDAA Regional Director is apprised of the situation and coordination is maintained with the Director, State Council of Civil Defense — the State agency primarily responsible for disaster assistance activities.
2. State and local government civil defense organizations in support of and in coordination with elected officials conduct:



- a. Emergency operations to protect life and property.
  - b. Surveys of the affected areas to determine the extent of public and private damage and estimate the types and extent of disaster assistance required.
  - c. Damage assessment and submit reports (in dollar amounts) through the civil defense chain of authority.
3. The Director, State Council of Civil Defense alerts the FDAA Regional Director that the State anticipates requesting a Presidential Declaration for Federal assistance.
    - a. Consults with the FDAA Regional Director on the eligibility criteria for federal disaster assistance; and
    - b. Advises the FDAA Regional Office of the State's intention to request a major disaster declaration.
  4. The Governor's request for a major disaster is based upon a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that federal assistance is necessary. The request must contain a certification by the Governor of a reasonable expenditure of State and local funds and an estimate of the extent and nature of federal assistance required for each of the affected counties and state.
  5. In conjunction with his request for a major disaster declaration, the Governor must take appropriate action under state law and issue a Proclamation of Extreme Emergency. This proclamation authorizes political subdivisions to exercise vested powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). These powers pertain to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditure of public funds.
  6. The request, addressed to the President, is sent to the FDAA Regional Director. (Appendix I is a sample of the Governor's Request for a Major Disaster Declaration).
  7. FDAA evaluates the damage and requirements for federal assistance and makes a recommendation to the Secretary of Housing and Urban Development who, in turn, recommends a course of action to the President.
  8. In certain instances, the full range of assistance available for a major disaster declaration may not be required. In such cases, the Governor may decide to request a declaration by the President, of an "emergency", which would provide specialized assistance to meet a specific need that the Federal government is uniquely able to provide. As with the request for a major disaster declaration, the Governor's request should contain specific information describing state and local efforts and resources used to alleviate the situation and a description of the exact type of federal assistance requested.

## B. The Declaration

1. When the President declares a major disaster or an emergency, immediate notification is made to the Governor, appropriate Members of Congress, and federal agencies. The White House normally notifies the Governor, however, in some instances, the FDAA Regional Director may do so.
2. FDAA coordinates the Federal response and provides Federal assistance in accordance with the terms of the declaration.

3. The FDAA Administrator, based on the Governor's request, designates the counties or other political subdivisions that are eligible for Federal assistance.
4. The FDAA Administrator appoints either the appropriate FDAA Regional Director or another Federal official as the Federal Coordinating Officer.
5. The responsibilities of the Federal Coordinating Officer include the coordination, with their consent, of the efforts of private relief organizations such as the American National Red Cross, the Salvation Army, and the Mennonite Disaster Service.
6. The Federal Coordinating Officer normally establishes a Disaster Field Office within an effected area to coordinate the disaster relief and recovery effort. This office is staffed with representatives of various federal agencies having disaster assistance responsibilities.
7. The State Coordinating Officer, who is appointed by the Governor, serves as the primary point of contact between the Federal Coordinating Officer and State and local officials.
8. Following a Presidential declaration of a major disaster, the Governor and the FDAA Regional Director execute a Federal-State Agreement which prescribes the manner in which Federal aid under the Disaster Relief Act of 1974 is to be made available. The agreement lists the areas within the State eligible for assistance and specifies the period which is officially recognized as the duration of the disaster.
9. For the declaration of an emergency, the Director of Region III, FDAA, and the Governor have executed a continuing Federal-State Agreement for Emergencies.

C. Assistance to Individuals

1. Information is disseminated by FDAA through radio, television, newspapers, and mass distribution of pamphlets outlining available aid programs.
2. To assist individuals with information and provide the assistance from various federal and state agencies, FDAA normally establishes one or more Disaster Assistance Centers in the disaster area. Representatives of federal agencies, State and local governments, private relief agencies, and other organizations which can provide assistance or counseling are available to register and advise disaster victims. These "one-stop" centers are kept in operation as long as required by the situation. In addition, mobile teams may be sent to assist persons in areas not easily accessible to the centralized Disaster Assistance Centers.
3. Annex B discusses in detail the operation of Disaster Assistance Centers.
4. A Presidential declaration of a major disaster makes a broad range of assistance available to individual victims of the disaster. This help may include:
  - a. Temporary housing for disaster victims whose homes are uninhabitable. Generally no rental is charged during the first twelve months of occupancy. (See Annex F)
  - b. Minimum essential repairs to owner-occupied residences in lieu of temporary housing (See Annex F)
  - c. Temporary assistance with mortgage or rental payments for persons faced with loss of their residences. (See Annex F)
  - d. Disaster unemployment assistance and job placement assistance for those unemployed as a result of a major disaster. (See Annex G)



- e. Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance. (See Annex J)
- f. Agricultural assistance, including technical assistance; payments of up to 80 percent of the cost to eligible farmers who perform emergency conservation measures on farmland damaged by the disaster; and donation of federally-owned feed grain for co-mingled livestock and herd preservation. (See Annex K)
- g. Distribution of food coupons to eligible disaster victims. (See Annex M)
- h. Individual and family grants of up to \$5,000 to meet disaster related necessary expenses or serious needs of those adversely affected by a major disaster when they are unable to meet such expenses or needs through other programs or other means. (See Annex E)
- i. Legal services to low-income families and individuals. (See Annex H)
- j. Consumer counseling and assistance in obtaining insurance benefits.
- k. Crisis counseling and referrals to appropriate mental health agencies to relieve disaster caused mental health problems. (See Annex I)
- l. Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments.
- m. Veterans' assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration if a VA-insured home has been damaged.

#### D. Assistance to State and Local Governments

1. FDAA personnel, in conjunction with members of the State Council of Civil Defense, conducts an Applicants briefing for representatives of local governments to inform them of the types of assistance available under the declaration and the procedures by which funds are provided for eligible disaster assistance projects.
2. Following these briefings, federal and state engineers conduct on site inspections and prepare Damage Survey Reports to document disaster damage.
3. Eligible applicants submit a project application, accompanied by Damage Survey Reports, and other supporting documentation through the State to the FDAA Regional Director for approval. (See Annex D for a detailed explanation of Damage Surveys and Project Application procedures).
4. Eligible applicants are the State and political subdivisions of the state within the defined disaster area. Qualifying private nonprofit institutions may also receive assistance when their requests are submitted by an eligible applicant.
5. The Project Application must be submitted through the Governor's Authorized Representative to the Regional Director within 90 days of the date of the President's declaration of a major disaster or within 30 days of the President's declaration of an emergency, unless the Regional Director specifically shortens or extends that period.
6. Under a major disaster declaration project applications may be approved to fund a variety of projects, including:

- (a) Clearance of debris on public or private lands or waters. (See Annex 0)
  - (b) Emergency protective measures for the preservation of life and property. (See Annex B)
  - (c) Repair or replacement of roads, streets and bridges.
  - (d) Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities).
  - (e) Repair or replacement of public buildings and related equipment.
  - (f) Repair or replacement of public utilities.
  - (g) Repair or restoration to predisaster condition of public facilities damaged while under construction.
  - (i) Repair or replacement of private nonprofit educational, utility, emergency, medical, and custodial care facilities, including those for the aged or disabled, and facilities on Indian tribal property.
7. Eligible applicants may request one of several funding options. These include categorical grants, 90 percent flexible funding (block grants), and a 100 percent in-lieu contribution for project applications under \$25,000. (See Annex D)
8. Other forms of assistance which may be made available under a Presidential declaration of a major disaster include:
- (a) Disaster loans from FDAA to those communities that may suffer a substantial loss of tax and other revenues and have demonstrated a need for financial assistance in order to perform their governmental functions.
  - (b) Repairs and operating assistance to public elementary and secondary schools by the Office of Education, Department of Health, Education, and Welfare.
  - (c) Use of federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) from various federal agencies.
9. The Disaster Relief Act of 1974 requires that an applicant for assistance for the repair or restoration of damaged public or private non-profit facilities shall purchase and maintain such insurance as may be reasonably available, adequate, and necessary to protect such facilities against future loss. (See Annex S)
10. Assistance which may be provided under a Presidential declaration of an emergency is more limited in scope than that which may be made available under a major disaster declaration. It is specialized assistance to meet a specific need and is generally limited to those actions which may be required to save life and protect property, public health and safety or to lessen the threat of a disaster. Examples of emergency assistance are:
- (a) Emergency mass care, such as emergency shelter, emergency provision of food, water and medicine, and emergency medical care.
  - (b) Clearance of debris to save lives and protect property and public health and safety.
  - (c) Emergency protective measures, including search and rescue, demolition of unsafe

structures; warning of further risks and hazards; public information on health and safety measures; and other actions necessary to remove or to reduce immediate threats to public health and safety, to public property, or to private property when in the public interest.

(d) Emergency communications support to State and local government officials.

(e) Emergency repairs to essential utilities and facilities as necessary to provide for their continued operation.

11. Annex B covers in detail the procedures for the administration of Public Assistance Programs.

#### E. Assistance Without a Presidential Declaration

Annex C provides examples of the kinds of assistance that may be made available from the various Federal agencies without a Presidential Declaration.

#### F. Project Application Procedures

1. Annex D outlines the major points of interest on Project Application procedures to provide users of this plan with a general knowledge of the Project Application process.
2. Applicants for Federal Disaster Assistance should refer to the FDAA Handbook for Applicants (3300.5 REV) for detailed information. This handbook is provided each applicant following the submission from the applicant of a "Notice of Interest" to file for Disaster Assistance.

#### G. Disaster Assistance Programs

Annexes to this plan (Annexes E through T) describe the Federal Disaster Assistance programs, identify the State agencies responsible for administering the programs in coordination with Federal agencies, and provide guidance to local governments for obtaining, utilizing and managing Federal disaster assistance available under the various programs.

## APPENDIX

### Governor's Request for Major Disaster Declaration

## DISTRIBUTION

Director, Region III, FDAA  
Director, Region II, DCPA  
Pennsylvania Departments and Agencies  
Civil Defense Area Directors  
County and Local Civil Defense Directors



## SAMPLE FORMAT

## GOVERNOR'S REQUEST FOR MAJOR DISASTER DECLARATION

The President  
The White House  
Washington, D.C. 20500

Through:

Director, Region III  
Federal Disaster Assistance Administration  
Curtis Building — 7th Floor  
6th & Walnut Streets  
Philadelphia, Pennsylvania 19106

Dear Mr. President:

I respectfully request that you declare that a major disaster exists in the State of \_\_\_\_\_ under the provisions of the Disaster Relief Act of 1974, Public Law 288, 93rd Congress.

During the period \_\_\_\_\_ (dates), (description of event; e.g., severe storms) caused extensive damage to public and private property in \_\_\_\_\_ (number) counties of the State. (Specifics as to severity and magnitude of the damage to include numbers of dead, injured and evacuated, number of homes and businesses destroyed or severely damaged, damage to facilities rendering essential public services, damage to road and transportation systems, damage to farms and crops, etc.). Total damage estimates at this time are:

Public — \$ \_\_\_\_\_, Private — \$ \_\_\_\_\_, Agriculture — \$ \_\_\_\_\_  
(This information is to be provided in accordance with Subpart D, Section 2204.41 of the Code of Federal Regulations)

On \_\_\_\_\_ (date), I directed the execution of the State Emergency Plan in accordance with Section 301 of the Law. State and local efforts in response to this disaster situation have been as follows: (Describe efforts in specific terms of material and personnel committed.) (This information is to be provided in accordance with Subpart D, Section 2205.41 of the Code of Federal Regulations.)

I find that the situation is beyond the capabilities of the State and the affected local governments to effectively alleviate the existing situation in that (specific statement of current shortcomings of local and State resources in terms of funds, material and technical/managerial personnel). (This information to be provided in accordance with Subpart D, Section 2205.41 of the Code of Federal Regulations)

Pursuant to Section 301 of the Law and Federal Disaster Assistance Administration Regulations, I certify that the total expenditures and obligations for this disaster for which no Federal reimbursement will be requested are expected to exceed \$ \_\_\_\_\_ in accordance with the attached table; as specified in Subpart D, Section 2205.41 of Title 24 of the Code of Federal Regulations. (It must be noted that the obligations and expenditures claimed by the State are subject to Federal audit). See Attachment 1

I have made direct requests for assistance under other statutory authorities on the following Federal

2.

agencies with their response as indicated. (Itemized statement of such requests: e.g., COE for emergency flood fighting assistance, provided \_\_\_\_\_ pumps, \_\_\_\_\_ sandbags and \_\_\_\_\_ technical personnel.)

I specifically request (I do not request) assistance under provisions of Section 408 of the Law to establish an individual and family grant program in the affected area. (If not requested, omit the following.) I estimate the total cost of such program will amount to \$ \_\_\_\_\_. State funds for the required 25% of this cost are available (or — have been requested of the State legislation and expected to be appropriated by \_\_\_\_\_ (date) —or— are not immediately available and I request an advance from Federal funds under the provisions of Section 408(b) of the Law.) My plan for administration of this program is attached (will be submitted by \_\_\_\_\_).

I further request other Federal assistance of the following type (indicate specific types of assistance authorized under the law. Attach table of estimated costs broken out by category of public and individual assistance. See Attachment 2 for categories of public and individual assistance).

I request that the following counties (political entities) be designated as eligible for this Federal assistance under your declaration: (list counties/areas).

Additional considerations which support the necessity for Federal assistance in this disaster situation are (recent previous disasters in the same locale, economically depressed area, etc.)

\_\_\_\_\_  
Governor

Attachments:

1. State/Local Expenditures and Obligations
2. Estimated Costs by Category of Public and Individual Assistance

## ATTACHMENT 1

## STATE/LOCAL EXPENDITURES AND OBLIGATIONS

Category of Assistance	State \$	Local \$
<b>Individual Assistance</b>		
Housing		
Individual and Family Grants		
Mass Care		
Other (specify)		
Total		
<b>Public Assistance</b>		
Debris and wreckage clearance		
Protective work		
Restoration of public facilities		
Public safety		
Other (specify)		
Total		
Grand Total		

In addition to the State and local government obligations and expenditures noted above (of which State commitments must be a significant proportion) a brief and specific description of each of the areas must be provided.





ESTIMATED COSTS BY CATEGORY OF PUBLIC AND INDIVIDUAL ASSISTANCE

Provide as much detail as possible. Use descriptive words where dollar figures are not available.  
Provide statistical data, as outlined below for each requested county.

I. Public Assistance

COUNTIES

Cat. A. Debris Clearance

(Public property and  
streams)

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Cat. B. Protective Measures

(Life and safety,  
health, property, stream/  
drainage channels)

\_\_\_\_\_

Cat. C. Road Systems

1. Shoulder Damage

( ) ( ) ( )

2. Bridges

( ) ( ) ( )

a. # destroyed \_\_\_\_\_

b. # damaged \_\_\_\_\_

3. Slides (not to be

included in Cat. A)

a. Estimated # \_\_\_\_\_

b. Cost of Removal

( ) ( ) ( )

4. Roadway Washouts

(Do not include bridge  
approaches)

a. Approximate # \_\_\_\_\_

Total cost — Cat. C

\_\_\_\_\_

Cat. D. Water Control Facilities

(Dikes, Levees, dams,  
Drainage  
drainage channels, and  
irrigation works)

\_\_\_\_\_

Cat. E. Public Buildings & Equipment

(Buildings, supplies,  
inventory, vehicles,  
equipment, transportation  
systems, higher educational  
facilities)

\_\_\_\_\_

Cat. F. Public Utility Systems

(Water, storm drainage,  
sanitary sewerage, light/  
power)

\_\_\_\_\_

Cat. G. Facilities Under Construction

(Public and private  
non-profit facilities)

\_\_\_\_\_

Cat. H. Private Non-Profit Facilities

(Educational, medical,  
emergency, custodial  
care, utility, etc.)

\_\_\_\_\_

Cat. I. Other

(Park and recreational  
facilities)

\_\_\_\_\_

Public Assistance Totals

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

State's estimate of the number of public entities who will apply for assistance (DO NOT INCLUDE PRIVATE-NON-PROFIT ENTITIES)

\_\_\_\_\_

State's estimate of the number of private-non-profit entities who will apply for assistance through an eligible applicant \_\_\_\_\_

State's estimate of the number of potential applicants having insurance on all or some of damaged facilities and the percentage of coverage \_\_\_\_\_.

## II. Individual Assistance

By County (and location if concentrated) provide the following:

### A. Housing

1. Number of families needing temporary housing (determined by number of uninhabitable units)
2. Number of housing units with damage not covered by insurance.

### B. Businesses

Number of businesses damaged and not covered by insurance.

### C. Employment

Number of people who are unemployed as a direct result of the disaster situation.

### D. Farm

What is the type(s) and extent of farm damage and how many individual farmers were effected?

### E. Food

Are people having trouble getting food or preparing available food? If so, how many?

### F. Section 408

How many people have serious needs or necessary expenses which will not be met by other governmental means and what is total dollar estimate required to meet these needs and expenses?



**ANNEX A**  
**Disaster Assistance**  
**Centers**

**ANNEX B**  
**Public Assistance**  
**Programs**

**ANNEX C**  
**Assistance Without**  
**a Declaration**

**ANNEX D**  
**Project Application**  
**Procedures**

**ANNEX E**  
**Individual and**  
**Family Grants**



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX A**

**INDIVIDUAL ASSISTANCE PROGRAM  
(Disaster Assistance Centers)**

**I REFERENCES**

- A. FDAA Handbook for Disaster Assistance Center Managers (3300.3)
- B. FDAA Handbook for Disaster Assistance Center Staff (3300.7)

**II SITUATION**

- A. In the event the President declares the Commonwealth of Pennsylvania, or any parts thereof, a major disaster area, the provisions of Public Law 93-288 become effective and as such authorizes the establishment of Disaster Assistance Centers to administer aid and assistance to disaster victims.
- B. If the magnitude of victims of a declared disaster is considered sufficient by the State and Federal Coordinating Officers, one or several disaster assistance centers may be established. A Disaster Assistance Center (DAC) will house in one central location all Federal, State and local agencies and participating quasi-public and volunteer organizations that deal directly with the needs of the individual disaster victims.

**III CONCEPT OF OPERATIONS**

- A. After a major disaster declaration has been requested by the Governor and declared by the President under the authority of Public Law 93-288, the Federal Disaster Assistance Administration (FDAA) within the Department of Housing and Urban Development is responsible for administering and coordinating Federal assistance in the affected area. Federal assistance is designed to supplement the assistance efforts of State and local government. The resources of Federal, State and local governments and private relief organizations are used to provide assistance to those affected by the disaster.
- B. To provide a variety of disaster assistance quickly and conveniently to individuals adversely affected by the disaster, the Federal Coordinating Officer (FCO), in cooperation with the State Coordinating Officer (SCO) establishes Disaster Assistance Centers in the disaster area(s). The size of the disaster and the number of victims involved will determine the number of centers to be established.
- C. Local governments will provide space for Disaster Assistance Centers and supporting personnel as requested and as available.

**IV ORGANIZATION**

- A. Public Law 93-288 provides that immediately upon the declaration of a major disaster, the President appoints a Federal Coordinating Officer (FCO) as his representative in the disaster area. The FCO is responsible for the coordination of all Federal disaster assistance efforts in the affected area. He works closely with the State Coordinating Officer (SCO) to assure effective implementation of assistance programs.



- B. Included as principal staff officers on the FCO's staff are the Public Information Officer (PIO), the Public Assistance Officer, the Civil Rights Compliance Officer, and the Individual Assistance Officer (IAO). The Individual Assistance Officer is directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location and operation of Disaster Assistance Centers and mobile teams.
- C. A Disaster Assistance Center manager is appointed by, and works under the direction of the Individual Assistance Officer.
- D. Appendix 1 is a sample floor plan of a Disaster Assistance Center.
- E. The FCO and his staff are usually located in a Disaster Field Office (DFO), established to serve as the central management point for all Federal disaster operations.

## V ESTABLISHMENT OF A DAC

- A. The following is a narrative description of the establishment of a DAC including the general sequence of events that take place:
  1. The SCO identifies an Individual Assistance Officer to work with FDAA Individual Assistance Officer.
  2. State and Federal disaster officials determine locations and numbers of DAC's required.
  3. The FDAA Officials with State and local authorities identify suitable facilities for the DAC. Normally, public buildings are selected taking into consideration ease of access, parking facilities and mass transit if applicable. When utilizing non-Federal buildings, the State General Services Department will arrange for telephones and any other equipment needs.
  4. FDAA assigns a center manager, State assigns an assistant manager, and the American Red Cross provides registrars.
  5. FDAA arranges with the General Services Administration for telephones, furniture and lease of facilities for centers not otherwise provided locally.
  6. FDAA coordinates with State and local officials on publicity for centers. Opening date, hours of operation, location, assistance available, and any other pertinent information will be given wide-spread release to all the news media in the area.
  7. FDAA selects and notifies Federal and private relief agencies of reporting time to centers. The SCO notifies State agencies to be represented, of reporting time to centers and number of representatives required.
  8. Disaster Assistance Center Manager briefs and orients Federal, State and voluntary agency representatives and other center staff prior to the opening of the center.
  9. FDAA and State disaster officials monitor operations of the centers, including feedback from local officials, residents, victims, out-reach workers, etc., on center and program effectiveness.
  10. FDAA and State disaster officials determine need for mobile teams and, in conjunction with local authorities, schedule and staff those teams.
  11. The DAC may be scheduled to be opened for a specified period of time; or, the flow of

victim traffic is monitored and when it appears that most of the victims have had an opportunity to visit the center, FDAA, State and local officials agree on a closing date.

12. Publicity is released announcing the closing of the centers. In this same release, names, addresses and telephone numbers will be given for agencies where assistance will continue to be available.

13. Participating Federal, State and voluntary agencies are notified of closing date.

B. Federal, State and voluntary relief and assistance will continue on an individual basis, depending upon requirements of the individual and the specific programs administered by the various agencies. Individual aid programs in progress such as temporary housing, will continue to be monitored.

## VI DISASTER ASSISTANCE

A. Disaster assistance which may be provided and the agencies normally responsible for administering the programs in Disaster Assistance Centers are listed below:

1. Emergency Needs — immediate shelter, food, clothing, medical aid, minor repair, home cleanup, etc., are provided by volunteer agencies such as the Red Cross, the Salvation Army, the Mennonite Disaster Service and other private relief agencies.

2. Temporary Housing — for disaster victims whose homes are damaged and unlivable until alternate housing is available. No rental will be charged during the first twelve months of occupancy.

Federal: Department of HUD

State: Department of Community Affairs

(See Annex F)

3. Minimal Repair Program — a temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing.

Federal: Department of HUD

State: Department of Community Affairs

(See Annex F)

4. Mortgage or Rental Assistance — for up to one year for persons forced with loss of their residences because of certain disaster-created financial hardships.

Federal: Department of HUD

State: Department of Community Affairs

(See Annex F)

5. Disaster Unemployment Assistance and Job Placement Assistance — for those who lost their jobs because of the disaster

Federal: Department of Labor

State: Department of Labor and Industry

(See Annex G)

6. Food Stamps — Distribution of food stamp allotments to eligible victims

Federal: Department of Agriculture

State: Department of Public Welfare

(See Annex M)

7. Disaster Loans – for refinancing, repair, replacement or rehabilitation of damaged real or personal property not fully covered by insurance. There are special types:
  - (a) Farmers, ranchers - apply to Farmers Home Administration
  - (b) All others, including homeowners, businessmen, churches and certain non-profit organizations - apply to Small Business Administration
  - (c) Agricultural Enterprises – which were a major source of employment but no longer in substantial operation because of the disaster - apply to Farmers Home Administration
  - (d) Industries and Businesses – which were a major source of employment but are not now in substantial operation because of the disaster - apply to Small Business Administration.  
(See Annexes C and J)
8. Financial Assistance to Farmers – who perform emergency conservation measures on farm lands damaged by natural disaster (80% maximum funding with remaining costs borne by the farmer) - apply to Agricultural Stabilization and Conservation Service; USDA (See Annex K)
9. Tax Assistance – in computing credits based on disaster casualty losses. The tangible benefit to the individual is that he or she may file an amended return in order to secure an immediate cash refund. Apply to Internal Revenue Service.
10. Veterans Assistance – such as VA death benefits, pension, insurance settlements and adjustments to VA-insured home mortgages - apply to Veterans Administration.
11. Social Security Assistance – for recipients in expediting delivery of checks delayed by the disaster, assistance in applying for disability, death and survivor benefits - Social Security Administration, DHEW.
12. Emergency Assistance - and services to families under the Social Security Act, including funds (up to \$500) for repair of homes owned by public assistance recipients, other shelter and medical care.  
Federal: Social Security Administration, DHEW  
State: Department of Public Welfare
13. Legal Services – to needy individuals who are unable to secure such services.  
State: Department of Justice  
(See Annex H)
14. Individual and Family Grants – to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster when relief cannot be obtained from any other source. This assistance program is funded in part by the Federal government and is administered by the State.  
State: Department of Public Welfare  
(See Annex E)
15. Crisis Counseling – referrals to appropriate mental health agencies to relieve mental health problems related to the disaster.  
Federal: State or county mental health agencies supported by the National Institute of Mental Health, Department of HEW  
State: Department of Health  
(See Annex I)



16. Debris Removal – from private property when in the public interest.  
Federal: Agricultural Stabilization and Conservation Service, USDA for agricultural land;  
local authorities for other than agricultural property  
State: Department of Environmental Resources  
Department of Transportation  
(See Annex O)

- B. Detailed explanations of the individual disaster assistance programs listed above can be found in subsequent annexes to this plan.
- C. In addition to the programs cited above, State and local agencies and private organizations may be asked to provide the following types of assistance:
1. Adjustment of local property taxes
  2. State income tax assistance
  3. Health and safety inspections
  4. Insurance claims counseling (American Insurance Association (AIA), and/or State Department of Insurance
  5. Consumer protection services. (Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster. Victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.)

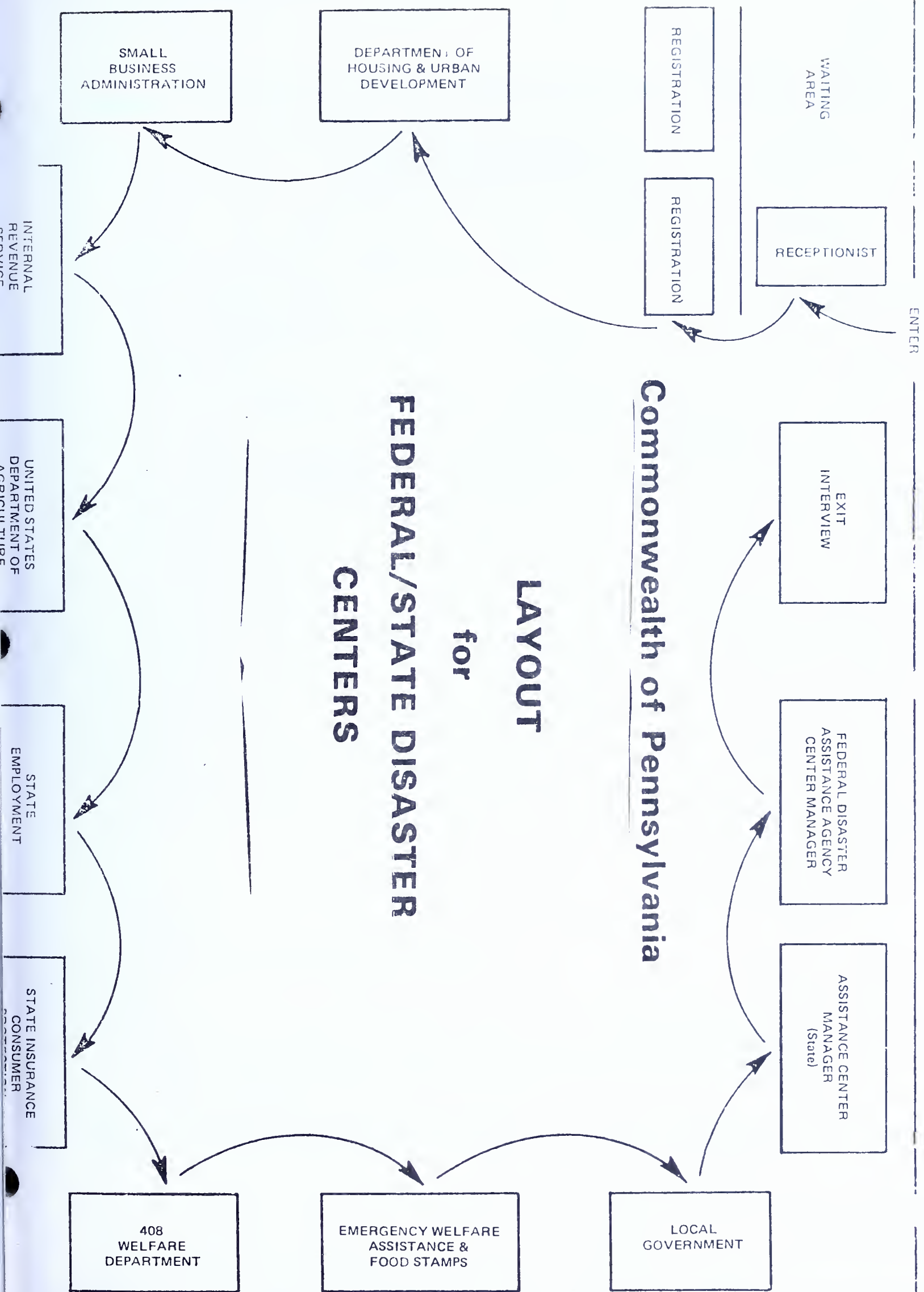
## VII PROCEDURES

- A. When a disaster victim reports to the Disaster Assistance Center, he will be greeted by a receptionist who will provide him with a registration form (See Appendix 2) and assist the individual in preparing the form.
- B. The individual is then directed to a registrar where he is interviewed using the registration form. The registrar determines the client's problems and needs and directs him to the appropriate agencies.
- C. Following processing an exit interview is conducted to insure the individual has seen the proper agencies, that he is satisfied with the assistance being offered and that he is clear as to the next steps to take.

## APPENDICES:

- 1 – Sample DAC Floor Plan
- 2 – Sample Disaster Assistance Registration Form









U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL DISASTER ASSISTANCE ADMINISTRATION						OMB No. 63-R1412 Approval Expires 12-77	
DISASTER ASSISTANCE REGISTRATION FORM							
DATE		DISASTER CENTER		FDAA REG NO			
9 22 74 MONTH DAY YEAR		LOCATION NUMBER Dayton 002		E-057026			
NAME				SOCIAL SECURITY NUMBER			
JOHN Q. PUBLIC				0 0 1 0 1 0 0 0 1			
PRE-DISASTER ADDRESS		CITY		COUNTY		ZIP CODE	
25 Chestnut Street		Dayton		Montgomery		45410	
CURRENT ADDRESS		CITY		COUNTY		ZIP CODE	
1332 Oakland Lane		Dayton		Montgomery		45411	
CURRENT TELEPHONE NUMBER		AREA CODE		ALTERNATE TELEPHONE NUMBER		REGISTRAR	
5 1 3 - 5 5 5 5 5 0 6 5 1 3 - 5 5 5 6						M.T. Robison	
FOR POSSIBLE ASSISTANCE		CONTACT		AGENCY REPRESENTATIVE		DATE	
<input checked="" type="checkbox"/> EMERGENCY AID/VOLUNTEER AGENCIES		Red Cross					
2. FOOD STAMPS		HUD					
<input checked="" type="checkbox"/> 3. TEMPORARY HOUSING		VA					
4. UNEMPLOYMENT ASSISTANCE		SBA					
<input checked="" type="checkbox"/> 5. VETERANS BENEFITS		IRS					
6. SOCIAL SECURITY BENEFITS		YLS					
<input checked="" type="checkbox"/> 7. HOME/PERSONAL PROPERTY/BUSINESS LOAN		AIA					
8. FARM LOAN		State					
9. AGRICULTURAL ASSISTANCE							
<input checked="" type="checkbox"/> 10. TAX ASSISTANCE							
<input checked="" type="checkbox"/> 11. LEGAL SERVICES							
<input checked="" type="checkbox"/> 12. INSURANCE INFORMATION							
13. CONSUMER ASSISTANCE							
<input checked="" type="checkbox"/> 14. INDIVIDUAL AND FAMILY GRANTS							
15.							
16.							
17.							
18.							
REMARKS							
7. File SBA application by 10-22. 11. Check county files for deed.							
PLEASE SEE EXIT INTERVIEWER BEFORE LEAVING							
DISTRIBUTION WHITE - FDAA Regional Copy CODE GREEN - File Copy YELLOW - Applicant Copy							
SECTION 315, PUBLIC LAW 93-288 (THE DISASTER RELIEF ACT OF 1974) PROHIBITS DUPLICATION OF BENEFITS IN DISASTER ASSISTANCE. DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS REQUIRED TO ENABLE FDAA TO RETRIEVE INFORMATION ON BENEFITS PROVIDED UNDER THE LAW							

Previous Edition Obsolete

HUD-223 (8-75)



**ANNEX F**  
**Temporary Housing**

**ANNEX B**  
**Public Assistance  
Programs**

**ANNEX C**  
**Assistance Without  
a Declaration**

**ANNEX D**  
**Project Application  
Procedures**

**ANNEX E**  
**Individual and  
Family Grants**



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX B**

**ADMINISTRATION OF PUBLIC ASSISTANCE PROGRAMS**

**I REFERENCES**

- A. FDAA Handbook for Applicants (3300.5)
- B. FDAA Eligibility Handbook Under Public Law 93-288 (3300.6)

**II GENERAL**

- A. The commitment of all local resources is a necessary first step for effective disaster assistance. State and Federal assistance, as defined in the Disaster Relief Act of 1974, is intended to supplement that of local governments. Assistance requirements which are beyond the response capability of the local government is provided for in this plan.
- B. A Presidential Declaration of “emergency” or “major disaster” authorizes Federal disaster recovery assistance to supplement local efforts in restoring damaged areas to their pre-disaster condition.
- C. This Annex describes the actions and responsibilities of State agencies and local governments, in coordination with the Federal Government, to obtain, utilize and manage Federal disaster assistance available under the provisions of the Disaster Relief Act of 1974. (PL 93-288)

**III FEDERAL DISASTER ASSISTANCE UNDER PUBLIC LAW 93-288**

- A. Federal disaster assistance may be provided under the Act, when, at the request of the Governor:
  - 1. The President determines an “emergency” exists within the Commonwealth.
  - 2. The President declares a “major disaster” exists within the Commonwealth.
- B. The Federal Disaster Assistance Administration (FDAA) within the Department of Housing and Urban Development (HUD) coordinates disaster relief functions of the Federal Government.
- C. The Act establishes the following conditions for Federal Assistance:
  - 1. Nondiscrimination – The distribution of supplies, the processing of applications and other relief and assistance activities shall be accomplished in an equitable and impartial manner without discrimination on the grounds of race, color, religion, nationality, sex, age or economic status.
  - 2. Nonliability – Federal Government is not liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty.



3. Performance of Services — In carrying out the Act's purpose, any Federal agency is authorized to accept and utilize services and facilities of any State or local government or agency office or employee.
4. Criminal and Civil Penalties — Any individual who fraudulently or willfully misstates any fact in connection with a request for assistance, or knowingly violates any order or regulation or knowingly misapplies the proceeds of any loan or cash benefit, is subject to fine, imprisonment and/or civil penalty.
5. Duplication of Benefits — No person, business concern, or other entities will receive assistance with respect to any loss for which he had received financial assistance under any other program or for which he has received insurance or other compensation.
6. Use of Local Firms and Individuals — When disaster assistance activities are to be accomplished by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable to those organizations, firms and individuals residing or doing business primarily in the area affected.
7. Use and Coordination of Relief Organizations — Personnel and facilities of the American National Red Cross, the Salvation Army, the Mennonite Disaster Service and other relief organizations may be utilized with their consent under the coordination of the FCO.
8. Priority to Certain Applications for Public Facility and Public Housing Assistance — Applications for assistance from public bodies covered under other acts (such as the Housing Acts) will receive priority consideration.
9. Availability of Materials — A survey of construction materials may be made and actions may be taken to assure the availability and fair distribution of needed materials.
10. Protection of the Environment — Actions or assistance which has the effect of restoring facilities substantially as they existed before does not require an environmental impact statement. Otherwise, environmental clearances may be required. Any actions will be in compliance with both the Pennsylvania and the Federal Environmental Policy Acts.
11. Minimum Standards — Any repair or reconstruction financed with Federal assistance must be in accordance with applicable Pennsylvania building codes, specifications and standards of safety, decency and sanitation.
12. Insurance —
  - a. Flood Insurance
    - (1) No Federal financial assistance will be provided for acquisition or construction purposes within any area that has been identified by the Federal Insurance Administration (FIA) as having special flood hazards unless such acquisition or construction is fully covered by flood insurance in an amount equal to the full insurable value or the maximum limit of coverage available under The National Flood Insurance Act of 1968, whichever is less, at the time the assistance is provided.
    - (2) The above restriction on assistance applies even though the disaster which caused the need for the acquisition or construction was not a flood or flood-related.
    - (3) A community is ineligible for any Federal financial assistance for acquisition or construction purposes if it has been identified as being in a flood hazard area and

is not participating in the Federal Flood Insurance Program, except emergency assistance to save lives and protect property and public safety.

- (4) A community which is ineligible for Federal financial assistance because of lack of participation in the Flood Insurance Program, but is otherwise an eligible applicant for project aid, may become eligible if they: qualify for and enter the Flood Insurance Program; obtain and maintain the necessary flood insurance policy for the anticipated life of the restorative work or of the insured property, whichever is the lesser, as determined by the Regional Director; and provide FDAA with written evidence thereof.

- (5) Flood Plain Insurance Information may be obtained from the Department of Community Affairs, Division of Planning Services.

- (6) No flood insurance is required for Federal financial assistance to communities that are not in a special flood hazard area or zone.

b. Other Insurance

- (1) State and local governments, and eligible private non-profit organizations applying for Federal disaster assistance must provide assurance to the FDAA that insurance required under PL 93-288, other than flood insurance, will be obtained and maintained. Approved or otherwise eligible project applications may be deferred for up to six months to permit the applicant to provide such assurance.

- (2) No application for Federal assistance will be accepted with regard to any building which had previously been assisted under PL 93-288 unless the required insurance has been obtained and maintained.

c. State Coordination

The State Department of Community Affairs will coordinate with FDAA and the Federal Flood Insurance Administration (Dept. of HUD) in providing county and local government officials information, advice and assistance in matters relating to the establishment of eligibility to participate in the Federal Flood Insurance Program. (See Annex S)

- d. A Supplemental Agreement Between the Commonwealth of Pennsylvania and the Applicant for Public Assistance under the Federal Disaster Assistance Administration will be executed. This Supplemental agreement covers the conditions enumerated above and must be signed by all applicants as a prerequisite to receiving Federal Assistance. (See Annex D for Sample Agreement Form)

D. Types of Emergency Disaster Public Assistance Include:

1. Mass Care – medical, shelter, food, water, medicine and other essential needs.
2. Debris Clearance – to save lives and protect property, public health and safety. This includes debris clearance from roads and facilities as necessary for the performance of emergency tasks and for restoration of essential public services.
3. Emergency Protective Measures – including, but not limited to search and rescue, demolition of unsafe structures, warning of further risks and hazards, public information on health and safety measures, and other actions necessary to remove or to reduce



immediate threats to public health and safety, or to public property, or to private property when in the public interest.

4. Emergency Restoration Work — repairs to essential utilities and other essential facilities as necessary to provide for their continued operation. This includes, but is not limited to: Emergency bridge work, emergency road detours, tie-ins to neighboring utilities, emergency building repairs, and rental of alternate space for restoration of essential services.
  5. Temporary Communications.
  6. Food for mass feeding or distribution.
- E. Time Limitations — Federal emergency assistance terminates within one month from the date of the Presidential declaration except under extenuating circumstances when extensions may be approved by FDAA.
- F. Types of major disaster assistance
1. Emergency assistance as authorized in a Federally determined emergency (Para III D. above).
  2. Emergency Public Transportation
  3. Repair and restoration of damaged public facilities
  4. Debris and wreckage clearance
  5. Community disaster loans
  6. Survey of construction materials when requested by the Governor for housing repairs, replacement housing, public facilities repairs and replacement, farming operations and business enterprises, to include fair distribution and allocation of needed materials for a period not to exceed one hundred and eighty days after a major disaster.
  7. Economic recovery assistance for disaster areas when requested by the Governor.
- G. Time limitations are prescribed which begin with the President's major disaster declaration for both submissions of applications and project completion.
- H. Federal assistance for suppression of forest or grassland fires which threaten to constitute a major disaster may be made available in accordance with a Federal-State Agreement for Fire Suppression executed in advance by the Governor and the Regional Director, FDAA Region III (See Annex P).
- I. The Director, State Council of Civil Defense, is designated as the Governor's Authorized Representative and will execute on behalf of the Commonwealth of Pennsylvania all necessary documents for disaster assistance including certification of applications for public assistance.

#### **IV FEDERAL DISASTER ASSISTANCE UNDER FEDERAL AGENCIES OWN STATUTORY AUTHORITY**

- A. A number of Federal agencies have statutory authority to provide disaster assistance to state and local governments, communities and individuals prior to or in the absence of an "emergency" or a "major disaster" declaration by the President.

- B. These authorities cover a wide variety of interests and vary with changing Federal laws, regulations and policies. Specific types and forms of assistance provided by Federal agencies are listed in Annex C.

## V COORDINATION OF FEDERAL DISASTER ASSISTANCE

- A. Federal Coordinating Officer (FCO). In a Federally determined emergency or when a major disaster is declared, the FDAA Administrator appoints a Federal Coordinating Officer to operate in the disaster area. His responsibilities include:
1. Appraisal of the type of relief most urgently needed.
  2. Establishing field offices as required.
  3. Coordinating the administration of relief activities of other Federal agencies as well as those of the American National Red Cross, the Salvation Army, the Mennonite Disaster Service and other volunteer relief organizations.
  4. Coordinating the administration of relief with state and local government officials.
  5. Insuring that all of the Federal agencies are carrying out their appropriate disaster assistance roles under their own statutory authorities.
- B. State Coordinating Officer (SCO). When assistance is provided under the Disaster Relief Act in Federally determined Emergencies or Major Disasters, the Director, State Council or Civil Defense, acting as the State Coordinating Officer, will coordinate State and local assistance efforts with those of Federal Government. He is responsible for:
1. Acting as the principal point of contact with the Federal Coordinating Officer.
  2. Establishing and staffing one or more Municipal Information Centers to provide advice and assistance to local governments making application for Federal disaster assistance.
  3. Coordinating and supervising the State Disaster Assistance Programs.
  4. Conducting briefings in coordination with the FCO to orient State agencies and local governments as to available Federal and State disaster assistance programs.
  5. Taking such other action, consistent with the authority delegated to him by the Governor, as he may deem necessary to assist local citizens and public officials in obtaining assistance to which they are entitled.
- C. Emergency Support Teams — The Federal Coordinating Officer may employ special Emergency Support Teams in a technical capacity to advise communities with unique disaster problems. Local governments with unusual problems which require specialized technical or professional counseling will apply to the SCO for assistance from the Emergency Support Teams.

## VI PROJECT APPLICATION PROCEDURES

- A. Annex D outlines the major points of interest on Project Application procedures to provide users of this plan with a general knowledge of the Project Application process.
- B. Applicants for Federal Disaster Assistance should refer to the FDAA Handbook for Applicants (3300.5 REV) for detailed information.

## **VII DISASTER ASSISTANCE PROGRAMS**

Annexes to this plan (Annexes M through T) describe in detail the Federal Disaster Public Assistance programs, identify the State agencies responsible for administering the programs in coordination with Federal agencies, and provide guidance to local governments for obtaining, utilizing and managing Federal disaster assistance available under the various programs.



**ANNEX F**  
Temporary Housing

**ANNEX G**  
Unemployment Assistance

**ANNEX C**  
Assistance Without  
a Declaration

**ANNEX D**  
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**ANNEX E**  
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## 7. Emergency Food Stamp Programs

- a. Emergency food stamps can be issued to individuals and families when a disaster/emergency resulting from a natural or human occurrence affects an entire area. Areas are designated by the Secretary of Agriculture. Affected householders in designated area apply to County Board of Assistance Office.
- b. Individual householders can qualify for "personal disaster hardship" issue of food stamps when unusual expenses are incurred by a householder's disaster or casualty loss which could not be anticipated, such as vandalism, fire, theft, flood, storms, or by other elements beyond the individual's control, and when this hardship results in a reduction or inaccessibility of income or cash resources. Affected individuals apply to County Board of Assistance Officer who can approve the issuance of food stamps in these circumstances. (See annex M, Appendix 2 for a list of County Assistance Officers).
- c. Food stamps issued to householders during either personal disaster hardship or other emergency situations will be at no cost and without regard to income or other financial resources.
- d. The Food and Nutrition Service (FNS) food stamp program is administered in Pennsylvania by the Department of Public Welfare through County Board of Assistance Offices (See Annex M for details on the Food Stamp Program.)

## 8. Forest Fire Protection Programs (Also see Annex P)

- a. The Forest Service (FS) through the Pennsylvania Bureau of Forestry, Department of Environmental Resources, can provide the following assistance:
  - (1) Assistance in control of fires that threaten to spread from nearby lands into national forests.
  - (2) Financial and technical assistance in rural and wildlife fire prevention and suppression.
  - (3) Professional assistance and financing for preventing, detecting and evaluating forest insect and disease outbreaks.
  - (4) Installation of emergency measures for runoff retardation and soil erosion prevention to safeguard life and property of watershed lands suddenly damaged by fire, flood, and other natural disasters.
  - (5) Personnel and equipment for rescue work and other emergency measures on national forests and other lands in cooperation with State Bureau of Forestry.
- b. Local fire departments contact the Pennsylvania Forest District Offices for this assistance. (See Appendix 1 for a list of these offices).

## 9. Soil Conservation Service (SCS) Assistance

- a. SCS provides assistance to public agencies, State and local in initiating and carrying out projects for flood prevention, emergency protection and rehabilitation of disaster damaged rural lands.

- b. Local governments can make application to the Regional Office, Bureau of Soil and Water Conservation, Department of Environmental Resources (See Appendix 2 for a list of these offices).

#### 10. Rural Electrification Administration (REA)

- a. REA can assist REA-financed electric and telephone cooperatives and companies with additional loans and technical assistance in obtaining resources for restoration of service after a disaster.
- b. Eligible cooperatives or companies make application to REA.

#### 11. Federal Crop Insurance Corporation (FCIC)

- a. FCIC can offer to sell insurance to farmers to cover production costs of crop losses where yields fall below guaranteed coverage due to severe weather or other emergency/disaster circumstances.
- b. To be eligible, farmers must have purchased such insurance prior to crop loss. This assistance is only available to farmers in counties participating in the FCIC program.
- c. Eligible farmers may make application for this assistance with the local FCIC representative or the local USDA office.

#### 12. Cooperative Extension Service (CES)

- a. CES provides informational and educational material to farmers, ranchers, and others on protection measures for themselves and their property against hazards associated with disasters.
- b. CES can also provide advice on cleanup of damaged property, sanitation precautions, insect control, food preparation in an emergency and advice for recovery actions on damaged farms and renovation of damaged equipment and property.  
(See Annex K for information on USDA Emergency Boards)

### B. U. S. Department of Commerce

#### 1. National Oceanic and Atmospheric Administration (NOAA)

- a. National Weather Service (NWS), NOAA, provides subscriber service for teletype weather information.
- b. The National Oceanic and Atmospheric Administration (NOAA) is responsible for monitoring and issuing forecasts and warnings of weather and flood conditions that affect safety, welfare and the economy, and for detecting, measuring and reporting earthquakes of destructive proportions.
- c. To carry out these responsibilities, NOAA through the National Weather Service, operates a system for observation, analysis and forecasting weather conditions and dissemination of forecasts and warnings.
- d. The State Council of Civil Defense receives the forecasts and warnings via the NOAA Weather Wire Service (NWWS) where it is then disseminated to all counties in the Commonwealth and to the Civil Defense Area Headquarters through the State Council's Warning and Communications Service.



## 2. River and Flood Forecasts

- a. NWS, NOAA provides forecasts of water levels on rivers and major streams in the State. This flood forecast gives warning to protect life and property.
- b. This information is provided on a scheduled and emergency basis over the NOAA Weather Wire, and is also available at any NWS office by telephonic communication.
- c. Flood forecast is a specialized service involving an extensive system of gauges. NWS also provides forecast and warning service for all other extreme or unusual weather conditions.

## C. U. S. Department of Defense

### 1. Flood Fighting, Coastal Protective Work and Rescue

- a. The U. S. Army Corps of Engineers (COE), under the provisions of Public Law 84-99 can take action to prevent imminent flood damage, can accomplish flood fighting and rescue operations during a flood, or participate in repair and restoration of publicly-owned flood control facilities after a flood.
- b. Requests for this assistance can be made by local or State Government directly to the District Engineer of the appropriate Engineering District serving the jurisdiction or to the State Council of Civil Defense.

### 2. Emergency Military Assistance

- a. Federal military support may be provided at the request of State and local authorities to alleviate domestic emergencies when State and local resources, including the State National Guard are inadequate or have been exhausted.
- b. Normal channels for requesting Federal Military assistance are through the State Council of Civil Defense to Headquarters, First U. S. Army which coordinates Federal military assistance for all the Military Services.
- c. In cases of "imminent seriousness," commanders of local military installations and activities are authorized to take prompt and vigorous action to save human life, to prevent extreme human suffering or to mitigate major damage or destruction of property.
- d. "Imminent seriousness" is an emergency condition of immediate urgency in which it would be dangerous to delay necessary action by waiting for instructions from higher authority despite the fact that such instructions are requested through command channels by the most expeditious means of communications available.
- e. Firefighting support will be provided communities near military installations in accordance with existing mutual support agreements. In the absence of mutual agreements, firefighting assistance is provided under conditions of "imminent seriousness" or on approval of First U. S. Army.
- f. Local governments near Federal military installations should execute mutual support agreements covering emergency circumstances resulting from natural disasters or other emergencies.
- g. Reimbursement from State or local government may be required in some instances



for certain assistance in a non-Presidential declaration or pre-declaration situation.

3. Emergency Engineering Equipment Stockpile

- a. The State Council of Civil Defense (SCCD) maintains a stockpile of emergency generators ranging from 2.5 KW to 40 KW, water pumps ranging from 100 GPM to 1500 GPM, ten miles of 8 inch steel and aluminum pipe, water purification and chlorinator units.
- b. This emergency equipment may be requested by County Civil Defense Directors for use in political subdivisions. The request for equipment is made through the appropriate Civil Defense Area Director to State Council of Civil Defense.
- c. The County or the political subdivision utilizing the equipment must provide the transportation to and from the stockpile site, and reimburse State Council of Civil Defense for any loss or damage, except for normal wear and tear.
- d. The requester must provide qualified trained personnel to set up, operate and maintain equipment.

4. Surplus Federal Property

- a. The Defense Civil Preparedness Agency (DCPA) assists State and local political subdivisions in attaining and maintaining civil preparedness operational readiness by donation of Federal surplus property. Such property may be used in preparation for, and during natural disasters.
- b. Local civil defense organizations established pursuant to law which have an approved operational plan and program paper approved by the Pennsylvania State Council of Civil Defense and DCPA are eligible to participate in the sale, exchange or donation of Federal surplus property and goods.
- c. Surplus property is available to eligible recipients from the Pennsylvania Department of General Services, Bureau of Surplus Property, after coordination with the State Council of Civil Defense.
- d. This property is at no cost to the recipients except for a small service charge made by the Bureau of Surplus Property as the State handling agency. The Federal Government will provide no maintenance support of this equipment.

D. U. S. Department of Health, Education and Welfare (DHEW)

1. Social Services and Vocational Rehabilitation

Office of Education can provide assistance to State and local Social Service agencies and to State Vocational Rehabilitation agencies in emergency/disaster related situations.

2. School Reconstruction, Emergency Maintenance and Operation, Federally Impacted Areas

- a. Offices of Education can provide reconstruction of facilities affected by a disaster and can replace or repair damaged or destroyed supplies, equipment or facilities in school districts that have been recognized as a "Federally Impacted Area" (PL 81-815).

- b. "Federally Impacted Areas" are school districts which have had substantial increases in school membership as a result of new or increased Federal activities, including military installations.

### 3. Vector Control Measures

- a. The Public Health Service provides advice and technical assistance in determining the most effective pesticides and methods of baiting and spraying to prevent the spread of communicable diseases by rats, flies, mosquitoes and other disease-carrying animals or insects in the aftermath of a major disaster.
- b. State or local government can request certification of need for this assistance from Regional Office of DHEW.

### 4. Contaminated Food and Drugs Assistance

- a. The Food and Drug Administration can provide advice, technical information, expert personnel and support facilities to State and local authorities to establish public health controls and to protect the general public from contaminated and unsafe food and drugs.
- b. Requests are submitted to Food and Drug Administration Regional Office. Information is available at Food and Drug Administration State District Offices.

### 5. Expansion of Public Assistance Programs

- a. DHEW has Expansion of Public Assistance Programs that provide for temporary assistance to needy families with children who suffer losses from disasters and for repairs up to \$500.00 to homes made uninhabitable by a disaster and are owned by public assistance recipients.
- b. This program is administered through the Pennsylvania Dept. of Public Welfare.

### 6. Restoration or Replacement of Damaged School Facilities.

- a. Office of Education can provide loans to eligible local educational agencies which have had school facilities destroyed or seriously damaged as a result of flood, hurricane, earthquake, storm, fire or other catastrophe, unless caused by negligence or malicious action. Assistance is limited to public school facilities. Funds are made available to supplement State and local funds available including insurance.
- b. Local educational agencies request assistance from the Governor through the Pennsylvania Department of Education. The request to the U. S. Commissioner of Education must include a statement that the local agency has the authority to enter into an agreement.

## E. U. S. Department of Housing and Urban Development (HUD)

### 1. Home Financing

- a. Reasonable financing of home purchases can be made available to house disaster victims.
- b. This program can provide guaranteed or insured loans to persons affected by a disaster when they intend to use the home as their principle place of residence.

- c. Families displaced by a disaster make application to a Federal Housing Administration (FHA) approved lender for review and approval.

## 2. Emergency Community Development Grants

- a. Grants, subject to the limits of available funds, can be made to assist communities having emergency community development needs which are essential for the immediate restoration or maintenance of community health, safety, or economic stability.
- b. This assistance can be made available by HUD to states and units of local governments when another Federal agency has determined that emergency or disaster assistance is required.

## 3. Discretionary Fund/Grant, Secretary, HUD

Secretary, HUD, may provide grants from a special discretionary fund for grants to meet disaster needs of states and units of local government for the purpose of meeting emergency community development needs caused by Federally recognized disasters. This does not necessarily require a Presidential Declared Major Disaster or Emergency. Requests for such grants should be channeled through the Pennsylvania Department of Community Affairs.

## F. U. S. Department of Transportation (DOT)

### 1. Federal Aid Highway Repair

- a. The Federal Highway Administration (FHWA) provides aid for the relief of states and their subdivisions having Federal aid highways, roads and bridges damaged as the result of floods, hurricanes, tidal waves, earthquakes, severe storms, landslides, or other catastrophies.
- b. Project grants are submitted by the Pennsylvania Department of Transportation to the State-level office of FHWA.

## G. U. S. Coast Guard

### 1. Emergency Programs

- a. The U. S. Coast Guard provides assistance to State and local authorities in the protection of life and property in maritime disasters, exercising broad statutory authority for rendering aid any time and place at which Coast Guard facilities and personnel are available and can be utilized. This assistance includes warning, search and rescue operations, evacuation of disaster victims and transportation of supplies and equipment.
- b. The U. S. Coast Guard provides assistance to State and local authorities in the control and cleanup of hazardous substance spills. The Coast Guard has a legal responsibility when hazardous materials can affect any coastal area or inland waterway.
- c. Local or State authorities can request assistance from the Commander or Officer in Charge of any Coast Guard installation or from the State Council of Civil Defense.

## H. U. S. Small Business Administration (SBA)



## 1. Physical Disaster Business and Individual Repair Loans

- a. SBA can provide both direct and guaranteed bank participation loans to repair or replace destroyed realty, machinery, equipment, household and other personal property not covered by insurance, or in some instances to refinance any mortgage or other lien on destroyed or damaged real property to be repaired or replaced.
- b. This assistance is available to individuals, business concerns, churches, private schools, private colleges and universities, and private non-profit hospitals which have suffered physical property loss in an area designated by the Administrator, SBA, as eligible for disaster assistance. Loans under this program are not available to those engaged in agriculture.
- c. Individuals in declared area make application to nearest available SBA office.
- d. Requests for designation of declared areas will be made by the Governor to the SBA Regional Director, Bala Cynwyd, PA  
(See Annex J for additional Information on SBA loans)

## 2. Economic Injury Disaster Loans

- a. SBA can provide both direct and guaranteed bank participation loans to assist small business and agribusiness concerns suffering economic injury as a result of a disaster.
- b. Such loans may be used to pay current liabilities which could have been paid if the disaster has not occurred and working capital can be provided to continue the business in operation until conditions return to normal. The loans under this program cannot be used for real estate or equipment repair or acquisition.
- c. This assistance is available to "small business" concerns as described in SBA rules and regulations in areas designated as natural disaster areas declared by the SBA Administrator or the Secretary of Agriculture.
- d. Requests for designation of declared areas will be made by the Governor to either the Administrator SBA through Region III, FDAA or directly to the U. S. Secretary of Agriculture, as appropriate.

## APPENDICES:

1 – Forest District Offices

2 – Regional Offices, Bureau of Soil and Water Conservation





ANNEX C  
APPENDIX 1

Forest District Offices

District 1 – District Forester Swatz Kenneth D, R.D. 2, Fayetteville	17222	717-352-2211
District 2 – District Forester Winning George R, Box 188, R.D. 1, McConnellsburg	17233	717-485-3148
District 3 – District Forester Reed Kenneth F, Box 67, Blain	17006	717-536-3191
District 4 – District Forester Ache Robert K, 132 West Main St., Ligonier	15658	412-238-9533
District 5 – District Forester Schmidt Ralph L, Box 403, 401 Penn St., Huntingdon	16652	(483)1409 - 814-643-2340
District 6 – District Forester Scott Gary, 131 Hillcrest Dr., Ebensburg	15931	(464)5362 - 814-472-8320
District 7 – District Forester Sumner Donald K, Box 111, Mifflinburg	17844	717-966-1401
District 8 – District Forester Steward David L, Box 471, Clarion	16214	814-764-3251
District 9 – District Forester Wilson John W, Box 341, 1229 S. 2nd St., Clearfield	16830	(476)6281 - 814-765-5361
District 10 – District Forester Paulhamus Jack E, Star Route, Shintown, Renovo	17764	717-923-1450
District 11 – District Forester Gordon Manuel M, 426 Mulberry St., Scranton	18503	(459)4561 - 717-326-3576
District 12 – District Forester Kennedy Francis X, 423 E Central Ave., South Williamsport	17701	(465)5389 - 717-326-3576
District 13 – District Forester Martin Robert W. Jr., R.D. 1, Rt. 155, Emporium	15834	814-483-3354
District 14 – District Forester Merroth Charles S, Box 807, 6 S Hammon St., Warren	16365	(694)7527 - 814-723-6951
District 15 – District Forester Lewis Robert P, 8 E 7th St., Coudersport	16915	814-274-8474
District 16 – District Forester Lylo Nicholas, P.O. Box 94, 96 West Ave., Wellsboro	16901	717-724-2868
District 17 – District Forester Lantz Patrick, Route 23, R.D.3, Pottstown	19464	215-469-6217
District 18 – District Forester Slusser Nevin F, Box 98, Cressona	17929	(487)2337 - 717-385-2545
District 19 – District Forester Bitzer John H, P.O. Box 150, 474 Clearview Lane, Stroudsburg	18360	(338)3001 - 717-424-3001
District 20 – District Forester Coy Robert, Box 439, Bloomsburg	17815	(489)3606 - 717-389-3606



ANNEX C  
APPENDIX 2

BUREAU OF SOIL AND  
WATER CONSERVATION

REGIONAL OFFICES

REGION I

Noll W Edward, 1012 Water St.  
Meadville 16335 . . . . . 814-724-8530

REGION II

Hiller Gordon L, 423 E. Central Ave  
South Williamsport 17701 . . . . . 717-326-3576

REGION III

Browning Samuel A, Lackawanna State Park  
R. D. 1, Dalton 18414 . . . . . 717-945-3696

REGION IV

Regional Engineering Office  
Meyer Harry T, 140 East Mall Plaza  
Carnegie 15106 . . . . . 412-276-5050

Soils Engineer  
Bush Dennis . . . . . 412-276-5050

REGION V

Evanchalk Robert, Holiday Inn  
Box E, R. D. 4  
Brookville 15825 . . . . . 814-849-7463

REGION VI

Broadbent Donald C, Executive House  
615 Howard Avenue  
Altoona 16601 . . . . . 814-946-0861 Ext. 301

REGION VII

Johnston Thomas, Evangelical Press Bldg.  
Third & Reilly Sts  
Harrisburg 17120 . . . . . 717-787-5267

REGION VIII

Schueller John P, 16 Angelica St.  
Reading 19602 . . . . . 215-378-4358

ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX D  
Project Application  
Procedures

ANNEX E  
Individual and  
Family Grants



ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

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ANNEX D  
Project Application  
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ANNEX E  
Individual and  
Family Grants





COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN

ANNEX D

PROJECT APPLICATION PROCEDURES

I REFERENCE

- A. FDAA Handbook for Applicants (3300.5)

II SITUATION

- A. PL 93-288, the Disaster Relief Act of 1974, provides for a wide range of federal assistance to repair or replace damaged and destroyed publicly owned and qualified non-profit facilities. Privately owned non-profit facilities are limited to medical care, educational, emergency, custodial care, and public utilities and related facilities.
- B. Damage to public facilities and properties are categorized into debris removal, preventive measures, roads and bridges, dams and drainage channels, public buildings and related equipment, and government owned water, sewage, gas, electric and telephone utilities. There are special provisions for facilities under construction and for recreational facilities.
- C. Other public entities and privately owned non-profit facilities (medical care, custodial care, educational and utilities such as rural water districts, master conservancy districts, rural electrification cooperatives) may qualify for disaster grants. To be eligible these organizations must be sponsored by local or state government.
- D. This Annex outlines the responsibilities of Federal, State and local governments and provides general guidance for submission of Project Applications for federal disaster assistance under Public Law 93-288.

III DEFINITIONS

- A. "The Act" means Public Law 93-288, cited as the "Disaster Relief Act of 1974".
- B. "Administrator" means the Administrator, Federal Disaster Assistance Administration (FDAA), Department of Housing and Urban Development.
- C. "Regional Director" means the director of FDAA Region 3 of the Federal Disaster Assistance Administration (FDAA)
- D. "Governor's Authorized Representative" means the person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance, following the declaration of an emergency or major disaster, including certification of applications for public assistance.
- E. "Local Government" means the government of any county, city, borough, township or town, and includes any other public entity for which an application for assistance is made by the State or political subdivision thereof.
- F. "Categorical Grant" is a funding option for a project application which requires municipalities to perform the eligible work itemized in the approved project application.

- G. "Flexible Funding" is a funding option for a project application which allows State or local government applicants to utilize approved funds for new facilities, different from those damaged by the disaster, if it is deemed more prudent for the community.
- H. "Grant-in-Lieu" is an approval, under a categorical grant, which permits State or local government to construct a larger or better facility or provide a new equivalent facility with Federal funding limited to the estimated cost of restoring the disaster-damaged facility as approved in the project application.
- I. "In-Lieu Contribution" is a funding option that applies to all project applications less than \$25,000 total for emergency and permanent work. This funding option allows State and local governments to receive 100% Federal payment in the amount of their approved project application, with some freedom of choice in the use of these funds. The applicant must submit a list of work actually accomplished, which shows how all approved funds were expended.

#### IV RESPONSIBILITIES

- A. Federal — the Federal Disaster Assistance Administration is responsible for administering a Federal disaster assistance program in the affected area. Based on the State's request, the FDAA Administrator will designate the specific areas affected by the emergency or major disaster that are eligible for Federal assistance. This designation will be based on the Governor's request and the FDAA determination that each county or subdivision thereof incurred damage of sufficient magnitude and severity to be included in the emergency or major disaster area.
- B. State — Responsibility for providing information, advice and assistance to local governments making application for Federal disaster assistance rests with the State Coordinating Officer (SCO) as a first point of contact. The SCO is the State official designated by the Governor to coordinate and supervise the State Disaster Assistance Program. In turn, the SCO cooperates with the Federal Coordinating Officer (FCO), the President's designated official in the emergency or major disaster area, to coordinate the overall relief efforts of both State and Federal agencies.
- C. Local — The elected officials of local governments have the primary responsibility for disaster assistance and for performing necessary disaster relief work. This includes submitting a Project Application for Federal assistance when authorized under Public Law 93-288.

#### V ORGANIZATION

- A. Federal aid provided by PL 93-288 is administered in the Commonwealth of Pennsylvania by the State Council of Civil Defense. All applications for assistance will be made through the State Council of Civil Defense, and all Federal payments will be made to the State Council of Civil Defense and passed on to the applicants by the State Treasurer.
- B. The Governor has designated the Director, State Council of Civil Defense as the "Governor's Authorized Representative" (GAR) in the Federal-State Agreement. The GAR executes in behalf of the State, all necessary documents for disaster assistance, following a declaration of an emergency or major disaster, including certifications of applications for public assistance (Project Applications).
- C. Processing of Project Applications is accomplished at Municipal Information Center(s) (MIC), established in the disaster area by the State Coordinating Officer (SCO) in consultation with the Federal Coordinating Officer. The SCO for Pennsylvania is the Director, State Council of Civil Defense.



- D. Municipal Information Center(s) are established to accomplish the administration and coordination of Federal emergency or major disaster assistance. The MIC location(s) and telephone numbers will be publicized to allow local applicants to visit or call when problems arise.

## VI PROJECT APPLICATION PROCEDURES

- A. Applicant Briefings – as soon as possible following an emergency or a major disaster, the State and Federal Coordinating Officers will hold a joint briefing for public officials of the affected local governments, non-profit institutions and State agencies to explain the application procedure. The briefing will familiarize prospective applicants as to the specific actions they must complete in order to receive Federal aid. In addition, each prospective applicant will be given a packet containing the following necessary forms and manuals:
1. Applicant Fact Sheet – This form is prepared by the SCO prior to the Applicants Briefing. It provides the applicant with pertinent information on type and dates of the disaster, area designated, the names of the FCO and SCO and location of the MIC. Appendix 1 shows a sample Applicant Fact Sheet Form.
  2. Notice of Interest – To be completed and submitted at the Applicants Briefing. This form lists the damages to property and facilities by category which establishes the requirements for Federal Damage Surveys. Appendix 2 shows a sample Notice of Interest Form.
  3. Designation of Applicants Local Agent (Resolution) – Each local government must adopt a resolution designating a local agent to act on behalf of the political subdivision on all matters pertaining to the application for Federal assistance. Appendix 3 shows a sample Resolution Form.
  4. Supplemental Agreement Between the Commonwealth of Pennsylvania and the Applicant – Provides assurances to the Governor's Authorized Representative that the applicant agrees to certain conditions when receiving Federal assistance. Appendix 4 shows a sample Supplemental Agreement Form.
  5. Local Commitment Statement – Public Law 93-288 requires that the State and local governments obligate and expend a reasonable amount of their funds to alleviate the damage, loss, hardship or suffering resulting from a disaster. The Local Commitment Statement is the form on which obligations and expenditures are reported. Appendix 5 is a sample Local Commitment Statement Form.
  6. The Federal Disaster Assistance Program Handbook for Applicants – this handbook provides detailed instructions to applicants in applying for Federal disaster assistance under Public Law 93-288.
- B. Damage Surveys – following the Applicants Briefing, damage surveys will be made by teams of Federal, State and local inspectors.
1. Damage Survey Teams
    - a. Two types of Federal/State teams are normally utilized depending on the categories of damage indicated on the Notice of Interest; (1) Federal Highway Administration/PennDOT for Category C damage, (2) Corps of Engineers/DER for all other categories of damage. These teams are accompanied by a representative of the applicant. In addition, a representative of the Fish Commission will accompany COE/DER teams.

- b. In a disaster with considerable public damage, additional specialized teams may be deployed to assist in the damage survey process; e.g., engineers from the Environmental Protection Agency (EPA) have been used to survey water and sewage facilities damaged by the disaster; HEW engineers to survey damaged educational facilities; and engineers from the Federal General Services Administration to survey major building damage. Federal inspectors on these specialized teams will be matched with State personnel having similar specific fields of expertise to obtain the best damage survey to specialized facilities that is attainable.
2. Planning and Preparation — in order to facilitate the inspection process, the responsible local official should do some pre-planning and preparation for the visit by the inspection team. The following preparatory steps are required:
  - a. List all damaged facilities in the municipalities. The list should identify each damage site by a common name (e.g. TR 777 Washout 1.4 miles south of U.S. 10).
  - b. Mark the location of each damage site on a municipal map and make a plan for travelling to each site to save time for the inspection team.
  - c. Be familiar with the total damage at each site so that the extent of the damage can be fully assessed by the inspectors.
  - d. Have photographs, site sketches or drawings, as appropriate, of each damaged site available for the inspectors.
  - e. Describe to the inspectors the manner in which the municipality intends to repair or reconstruct the damaged facility (e.g. municipal workers or contract). If contractors estimates have been received, have them available to the inspectors.
  - f. If damaged facilities must be rebuilt to conform with new codes or regulations (e.g. PennDOT regulations or local subdivision ordinances) and which will represent an upgrading of the facilities when compared with their pre-disaster condition, have copies of the codes or regulations available to the inspectors. Bridges which were not originally constructed with liquid fuel funds must conform to FDAA Standards rather than PennDOT standards.
  - g. If reimbursement is being requested for emergency expenditures already made by the municipality, the local official should have documentation available from which the inspectors can transcribe the information onto Damage Survey Reports.
3. Preparing Damage Survey Reports (DSR's) — Each team will record their findings on Damage Survey Reports based on the damage, as verified by the inspection teams. Separate DSR's are completed for each item of work within each work category. These reports become the basis for approval of the project application submitted by the applicant. Appendix 6 is a sample Damage Survey Report Form.
4. Signing Damage Survey Reports — When the Damage Survey Reports have been completed, State and local representatives should sign them indicating whether or not they concur with the findings of the Federal Inspector. In those instances where the Federal Inspector recommends that the proposed work be considered ineligible, he will complete a DSR fully to indicate the location, extent of damages, proposed scope of work and estimated costs.
5. Encroachment Permits — When the damage survey is completed and it is apparent that encroachment permits will be needed to restore damaged streams, the DER and Fish



Commission team representatives will advise the applicant as to the proper procedure for obtaining permits. The DER and Fish Commission Damage Survey Coordinators will establish a system to expedite processing of permits for disaster recovery projects.

6. **Appealing Damage Survey Reports** — If the local representative does not concur in the findings of the Federal Inspector, the applicant's agent may submit an appeal to the Governor's Authorized Representative providing such additional information as is appropriate to support the request for reconsideration. Detailed instructions on appeal procedures can be found in paragraph 4-11 of the Handbooks for Applicants.

C. **Submitting the Project Application** — When the damage survey has been completed and all Damage Survey Reports have been reviewed by the appropriate Federal and State Coordinators, the applicants agent will be notified by the Municipal Information Center to submit the Project Application. The procedures and requirements of this process are listed below:

1. **Scheduling Procedures** — Depending on the complexity of the application and/or the distance of the applicant from the Municipal Information Center, processing the application may be accomplished in one of several ways:

- a. For those applicants who are in counties some distance from the Municipal Information Center, a team from the Center will go to a designated place within the county to process applications.
- b. For those applicants who are in close proximity to the Center, and who have complex applications, an appointment will be made for the applicant to come to the Center.
- c. For those applicants with small Project Applications (under \$25,000), the process can be accomplished by mail if the applicant so chooses.

2. **Forms Required** — in order to process the application through the State to the FDAA, all required forms must be attached to the Project Application. In addition to the Project Application (a sample form is attached as Appendix 7), the following forms are required:

- (a) Resolution Designating Applicants Agent
- (b) Supplemental Agreement Between the Commonwealth of Pennsylvania and the Applicant
- (c) Local Commitment Statement
- (d) Damage Survey Reports (original Damage Survey Reports will be attached to the application by the Municipal Information Center).

3. **Selection of Funding Alternatives** — Prior to the submission or approval of any Project Application, the applicant must select the funding alternative which best suits his needs. The FDAA Handbook for Applicants provides complete descriptions of the grant options which are available. The following is a summary of these subjects which is intended to provide the applicant with a general knowledge of the funding alternatives:

- a. Appendix 8 illustrates the basic grant options which are available. When the project application for all emergency and permanent work totals less than \$25,000, "in lieu contribution" funding will be approved by the FDAA. This funding option will

allow the applicant some flexibility in use of the funds approved by FDAA in the project application, but requires the applicant to submit a list of work actually accomplished, showing how all approved funds are disbursed.

- b. When the total of a project application equals or exceeds \$25,000, there are two funding options available to the applicant: “Categorical Grants” or “Flexible Funding.” The standard “Categorical Grant” is made with 100% reimbursement to the applicant for all eligible expenses to repair, restore, or reconstruct damaged facilities and other eligible emergency expenditures. Categorical grant funding is on a project-by-project basis to perform the work, item-by-item, specified in the approved project application. Categorical Grants must be chosen for rebuilding all damaged facilities which were under construction at the time of the disaster and for all private non-profit organizations submitting a project application through an eligible State or local government applicant. Likewise, if an applicant elects to flexibly fund the permanent work in his project application under the “Flexible Funding” option, the emergency work in the project application must be categorically funded.
  - c. “Flexible Funding” gives the municipality greater choice in how disaster grants are used. Basically, monies received under Flexible Funding may be used for any public facilities the municipality believes best and not necessarily only for replacement or reconstruction of the damaged facilities. As an example, a municipality may have lost two bridges which were quite close together. The municipality may decide that only one bridge needs to be replaced. Under Flexible Funding, a grant would be made in the amount of 90% of the replacement costs of both bridges; the municipality would replace one bridge, and could use the excess funds for any other needed facility in the municipality. When the applicant opts to use Flexible Funding, the project application is separated into two parts: Emergency Work and Permanent Work. The applicant may only “flexibly” fund the permanent work portion of the project application, and would receive 90% of the permanent work approved in funds which can be applied to any community project, thus giving the applicant some flexibility in use of approved disaster funds. The Emergency work portion of the project application will be approved as a categorical grant.
  - d. “Grant-in-Lieu” is FDAA approval to use specifically approved funds in a Categorical Grant when the municipality chooses to replace, restore, or reconstruct a damaged facility in a way which will represent an improvement over its pre-disaster condition. Generally the categorical grant pays to restore the damaged facility to its original condition and the municipality pays for any improvements. For example, a four inch water line may have been destroyed and the municipality desires to replace it with a six inch line for future demands. A Grant-in-Lieu would be made for the cost of replacing the four inch line, while the increased cost for the six inch line would be paid by the municipality.
4. Advances and Partial Payments — Based on the applicants needs, advances or partial payments may be requested when the project application is submitted. The following are general rules that apply to these payments:
    - a. Advances — When the amount of the approved application exceeds \$25,000 and the applicant has elected categorical funding, an advance may be authorized based on the applicants eligible expenditures to date and the estimated eligible expenditures for the next 60 day period. The total advance can not exceed 75% of the amount of the approved application. Appendix 9 is a sample Request for Advance of Funds Form.



- b. Partial Payments – When the amount of the approved application exceeds \$25,000 and the applicant has elected flexible funding, a partial payment may be authorized based on the applicants eligible expenditures to date and the estimated eligible expenditures for the next 90-day period. The total partial payment cannot exceed 75% of the amount of the approved applications. Appendix 10 is a sample Request for Partial Payment Form.
  - c. Small Project Application – Payment of the in-lieu contribution for small project application (under \$25,000), will be made in full on the basis of the approved Project Application.
  - d. Receipt of funds by the applicant under any of the above categories should normally take approximately 60 days.
- D. Review and Approval Procedures – Project Applications and supplements are submitted by the Municipal Information Center to the Governor's Authorized Representative, who reviews, approves or disapproves the application, before sending it to the Regional Director. When FDAA receives an application, the following procedures are followed:
1. If an application is approved by FDAA without change, FDAA will return two signed copies of it to the State. The State will forward one of these copies to the applicant.
  2. If the approval is made by FDAA subject to revisions, additional conditions, suspension of line items, or partial disapproval, FDAA will return two signed copies of it, together with an explanation of the required revisions or conditions, to the State. The State will forward one copy to the applicant.
  3. When it has been determined that a supplement to a project application is necessary to reinstate amount previously requested and disapproved, or to approve other eligible, minor cost increases resulting from scope changes or increased unit costs, it may be prepared by the FDAA Regional Office. In such cases the applicant and State Signatures are not required.
  4. If an application is disapproved by FDAA, the original and all copies, except one Regional Office file copy, will be returned to the State, along with a statement of the reasons for disapproval.
- E. Project Administration and Final Inspection –
1. Project Management – The primary responsibility for managing the projects rests with the local officials. However, FDAA or other appropriate State or Federal agencies may make interim inspections of selected projects to ensure that work is progressing in a timely manner and in accordance with FDAA approval.
  2. Progress Reports – Work schedules for individual permanent projects that the applicant does not expect to be completed within 18 months from the date of the disaster declaration must be submitted with the application or supplement for approval by the Governor's Authorized Representative with periodic progress reports of scheduled work, outlining any problems and unforeseen circumstances that are expected to result in a slippage in the schedule.
  3. In-Progress Inspections – The Governor's Authorized Representative may query applicants before project completion to ensure that FDAA standards, policies and procedures are being adhered to. In-progress inspections may be conducted on a selected basis to consult with applicants on any changes of scope of work, cost overruns and completion dates.

4. Records – Eventually, all of the authorized work must satisfy a State and Federal audit. Records must be kept in detail to satisfy those audit requirements. In the case of contracts, or the purchase of any material, or the purchase of any services, or in the use of own employees, properly executed claims must be filed and paid. Invoices should be attached to claims, and copies of contracts must be available. In the case of the use of the applicant's own equipment, using the applicant's own employees as operators and labor, a detailed daily record must be maintained showing what job was worked, what equipment was used, for how much time and who the operators were.
5. Summary of Documentation – Records mentioned above of materials purchased, contracts awarded, services and payrolls paid, and daily work records of equipment used, must be summarized onto a Summary of Documentation form and accompanied by a Blanket Certificate form (samples of these forms are shown in Appendices 11 and 12). This summary is utilized by the inspector making the final inspection of work authorized, and in turn may be used by State (must make site audit) and Federal auditors to conduct either a desk audit in their own office or a site audit at the applicant's place of business.
6. Final Inspections –
  - a. As soon as possible following completion of work in any one category, the applicant will advise the Governor's Authorized Representative that he is ready for final inspection of work completed in that category. Arrangements will then be made for a Federal-State Inspection Team to visit the site and complete the Final Inspection Report. Appendix 13 is a sample Final Inspection Report Form.
  - b. If the total of authorized projects for an applicant is less than \$25,000 and the applicant agrees to and does in fact do the work agreed to under FDAA regulations, it is not necessary to be audited and much of the burden of paperwork is removed in this case. A final inspection may satisfy all audit requirements for these small projects.

#### APPENDICES:

1. Applicant Fact Sheet
2. Notice of Interest
3. Designation of Applicants Local Agent (Resolution)
4. Supplemental Agreement Between the Commonwealth of Pennsylvania and the Applicant
5. Local Commitment Statement
6. Damage Survey Report Form
7. Project Application Form
8. Basic Grant Options
9. Request for Advance of Funds Form
10. Request for Partial Payment Form
11. Summary of Documentation
12. Blanket Certificate
13. Final Inspection Report Form

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL DISASTER ASSISTANCE ADMINISTRATION	
APPLICANT FACT SHEET	
Date of Presidential Declaration _____	
AREA DESIGNATED (Counties)	
TYPE OF DISASTER	PERIOD OF DISASTER INCIDENCE
FEDERAL STATE AGREEMENT NUMBER	FEDERAL COORDINATING OFFICER
STATE COORDINATING OFFICER	
DISASTER FIELD OFFICE	TELEPHONE
ADDRESS	
INDIVIDUAL ASSISTANCE CENTERS	
Address _____ _____ _____ Telephone _____	Address _____ _____ _____ Telephone _____
Address _____ _____ _____ Telephone _____	Address _____ _____ _____ Telephone _____





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

## NOTICE OF INTEREST

IN APPLYING FOR FEDERAL DISASTER ASSISTANCE

DECLARATION NUMBER

DATE

The purpose of this form is to list the damages to property and facilities so that inspectors may be appropriately assigned for a formal survey. Use reverse for remarks and clarification.

## REQUIREMENTS FOR FEDERAL DAMAGE SURVEYS

## A. DEBRIS CLEARANCE

- ☐ On Public roads & streets including ROW  
☐ Other Public Property  
☐ Private Property (*When undertaken by local Government forces*)  
☐ Structure Demolition

## B. PROTECTIVE MEASURES

- ☐ Life and Safety ☐ Health  
☐ Property ☐ Stream/Drainage Channels

## C. ROAD SYSTEMS

- ☐ Roads ☐ Streets  
☐ Bridges ☐ Culverts  
☐ Traffic Control ☐ Other\*

## D. WATER CONTROL FACILITIES

- ☐ Dikes ☐ Levees ☐ Dams  
☐ Drainage Channels ☐ Irrigation Works

## E. PUBLIC BUILDINGS and EQUIPMENT

- ☐ Public Buildings  
☐ Supplies or inventory  
☐ Vehicles or other equipment  
☐ Transportation Systems  
☐ Higher education facilities

## F. PUBLIC UTILITY SYSTEMS

- ☐ Water ☐ Storm Drainage  
☐ Sanitary Sewerage ☐ Light/Power  
☐ Other\*

## G. FACILITIES UNDER CONSTRUCTION

- ☐ Public Facilities\*  
☐ Private Non-Profit Facilities\*\*

## H. PRIVATE NON-PROFIT FACILITIES\*\*

- ☐ Educational ☐ Medical  
☐ Emergency ☐ Custodial Care  
☐ Utility ☐ Other\*

I. OTHER (*Not in above categories*)

- ☐ Park Facilities  
☐ Recreational Facilities

\* Indicate type of facility; use reverse side if necessary.

\*\* Provide name of the facility and of private non-profit owner.

NAME AND TITLE OF REPRESENTATIVE WHO WILL ACCOMPANY THE SURVEY TEAM.

NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT

COUNTY

BUSINESS ADDRESS

ZIP CODE

BUSINESS TELEPHONE (Area Code/Number)

HOME TELEPHONE (Area Code/Number)

APPLICANT'S AUTHORIZED REPRESENTATIVE

BUSINESS TELEPHONE (Area Code/Number)



ANNEX D - APPENDIX 3  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

DESIGNATION OF APPLICANT'S LOCAL AGENT  
RESOLUTION

BE IT RESOLVED BY \_\_\_\_\_ OF \_\_\_\_\_  
(Governing Body) (Public Entity)  
THAT \_\_\_\_\_  
(Name of Incumbent) (Official Position)  
\_\_\_\_\_  
(Address) (Telephone No.)  
\_\_\_\_\_  
(City) (State) (Zip Code)

is hereby authorized to execute for and in behalf of \_\_\_\_\_  
\_\_\_\_\_, a public entity established under the laws of the State of \_\_\_\_\_,  
this application and to file it in the appropriate State office for the purpose of obtaining certain Federal financial assistance  
under the Disaster Relief Act (Public Law 288, 93rd Congress) or otherwise available from the President's Disaster Relief  
Fund.

THAT \_\_\_\_\_, a public entity established under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_, hereby authorizes its agent to provide to the State and to the Federal Disaster Assistance  
Administration (FDAA), Department of Housing and Urban Development (HUD) for all matters pertaining to such Federal  
disaster assistance the assurances and agreements printed on the reverse side hereof.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
(Name and Title)  
\_\_\_\_\_  
(Name and Title)  
\_\_\_\_\_  
(Name and Title)

CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of \_\_\_\_\_  
(Title)  
\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a resolution  
passed and approved by the \_\_\_\_\_ of \_\_\_\_\_  
(Governing Body) (Public Entity)  
on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.  
Date: \_\_\_\_\_

\_\_\_\_\_  
(Official Position) \_\_\_\_\_  
(Signature)



## ASSURANCES

- A. The State agrees to take necessary action within State capabilities to require compliance with these assurances by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

### **The Applicant Certifies:**

- B. That (to the best of his knowledge and belief) the disaster relief work described on each Federal Disaster Assistance Administration (FDAA) Project Application for which Federal financial assistance is requested is eligible in accordance with the criteria contained in 24 Code of Federal Regulations, and FDAA (HUD) Handbooks.
- C. That it is the legal entity responsible under law for the performance of the work detailed or accepts such responsibility.
- D. That the emergency or disaster relief work therein described for which Federal assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
- E. That all information given by it herein is, to the best of its knowledge and belief, true and correct.
- F. That all financial assistance received under this application will be, or has been, expended in accordance with applicable law and regulations thereunder.

### **The Applicant Agrees:**

- G. To (1) provide without cost to the United States all lands, easements, and rights-of-way necessary for accomplishment of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
- H. To comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) and all requirements imposed by the Federal Disaster Assistance Administration pursuant to that Title to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, nationality, sex, age, or economic status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from the Agency and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.
- I. That if any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Federal Disaster Assistance Administration, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by FDAA.
- J. That the assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by FDAA, that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assigns, and the person or persons whose signatures appear on the reverse are authorized to sign this assurance on behalf of the Applicant.
- K. To obtain and maintain any flood insurance as may be required for the life of the project(s) for which Federal financial assistance for acquisition or construction purposes for buildings or mobile homes was provided herein; and, to obtain and maintain any other insurance as may be reasonable, adequate and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this assistance.
- L. That, as a condition for the grant, any repairs or construction financed herewith, shall be in accordance with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, to evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such standards, including safe land use and construction practices.
- M. To defer funding of any projects involving flexible funding under Section 402 or Section 419 until FDAA makes a favorable environmental clearance determination, if this is required.

**SUPPLEMENTAL AGREEMENT BETWEEN THE COMMONWEALTH OF PENNSYLVANIA AND  
THE APPLICANT TO THE PROJECT APPLICATION FOR PUBLIC ASSISTANCE  
UNDER THE FEDERAL DISASTER ASSISTANCE ADMINISTRATION**

WHEREAS, The State Council of Civil Defense has been designated the Governor's Authorized Representative in the Federal-State Disaster Assistance Agreement for a Major Disaster, No. FDAA-485-DR between the United States and the Commonwealth of Pennsylvania.

WHEREAS, The State Council of Civil Defense as the Governor's Authorized Representative has the responsibility to execute on behalf of the Commonwealth all necessary documents for disaster assistance, including certification of applications for Public Assistance.

WHEREAS, The State Council of Civil Defense in concurring in Project Applications for Public Assistance makes assurances to the Federal Government that local government Applicants are in compliance with conditions in the Federal-State Agreement, the Disaster Relief Act of 1974, Pub. L. No. 93-288 (May 22, 1974), the Regulations promulgated pursuant to the Act, and the Federal Disaster Assistance Administration Handbooks 3300.5 and 3300.6. In the event of a violation of such conditions by the local government Applicant, the Governor agreed in the Federal-State Agreement to use his best efforts to gain compliance by the political subdivisions, in accordance with the requirements of the Administrator of the Federal Disaster Assistance Administration.

WHEREAS, The Commonwealth has the obligation to assure the Federal Disaster Assistance Administration that local government Applicants are in compliance with OEP Regulation No. 5 (30 F.R. 321) issued pursuant to Title VI of the Civil Rights Act of 1964.

WHEREAS, The Commonwealth makes assurances that Federal disaster assistance funds will be expended for the purposes provided for in the Project Application as approved by the Federal Disaster Assistance Administration.

WHEREAS, When the Commonwealth makes requests for advances of funds for the individual local government Applicants, the Commonwealth is responsible to return to the Federal Government all funds which are in excess of the approved, actual expenditures as accepted by final audit of each project by the Federal Government.

THEREFORE, The State Council of Civil Defense as the Governor's Authorized Representative (hereinafter known as the Department) and the \_\_\_\_\_

(hereinafter known as the Applicant) agree to the following Articles when the Department concurs in the Applicant's Project Application for Public Assistance to the Federal Disaster Assistance Administration.

**ARTICLE I  
The Council**

Subject to the Federal-State Disaster Assistance Agreement between the United States and the Commonwealth of Pennsylvania for a Major Disaster, No. FDAA-485-DR under the Disaster Relief Act of 1974, Pub. L. No. 93-288 (May 22, 1974), the Regulations promulgated pursuant to the Act, Federal Disaster Assistance Administration Handbooks 3300.5 and 3300.6, and the terms of this agreement, the State Council of Civil Defense as the Governor's Authorized Representative hereby concurs with the Project Application of the Applicant for Federal disaster assistance funds and will grant such funds to the Applicant as may become available from the Federal Disaster Assistance Administration. The amount of such funds anticipated will be an amount requested by the Applicant and concurred with by the Department as approved by the Federal Disaster Assistance Administration. These funds are made available for the purposes and activities provided for in the Project Application as approved by the Federal Disaster Assistance Administration.

**ARTICLE II  
FISCAL DUTIES OF THE APPLICANT**

- (a) The funds paid to the APPLICANT in accordance with this AGREEMENT shall be deposited by the APPLICANT in a separate and special project expenditures account the same being designated by the DEPARTMENT Project

Application No. \_\_\_\_\_. Evidence of this deposit shall be filed with the DEPARTMENT within five (5) days after receipt of the funds.

- (b) The APPLICANT agrees that it will use the funds granted hereunder, or as much as may be necessary to carry out the purposes and activities provided for in the Project Application as approved by the Federal Disaster Assistance Administration. The APPLICANT further agrees that if such funds are not used for the provided and approved of purposes by the APPLICANT, the APPLICANT will reimburse the DEPARTMENT who will then return such funds to the Federal Government.
- (c) The APPLICANT agrees, that if the final audit as made by the DEPARTMENT, the Auditor General of Pennsylvania, or the Federal Government discloses that the full amount of the GRANT was not required to complete the project, the unused portion of the GRANT shall be repaid to the DEPARTMENT. The DEPARTMENT will return such unused funds to the Federal Government.
- (d) Whenever the DEPARTMENT makes requests for advances of funds for the APPLICANT to the Federal Disaster Assistance Administration, any and all funds advanced to the APPLICANT which are in excess of the approved actual expenditures as accepted by final audit of each project by the Federal Government shall be refunded by the APPLICANT to the DEPARTMENT. If it becomes evident that timely refunds will not be made by the APPLICANT, the Commonwealth may offset the amount of any funds owed the APPLICANT from whatever existing obligations.

The APPLICANT shall be notified of such action.

The DEPARTMENT shall reimburse the Federal Government for such funds advanced to the APPLICANTS in excess of the approved actual expenditures as accepted by final audit of each project by the Federal Government.

### ARTICLE III PROGRAM ACCOUNT

The APPLICANT shall establish for the project, a separate and special account to be maintained within its existing accounting system or set up independently to be known as account No. (which is to be furnished to DEPARTMENT by APPLICANT upon receipt of executed Agreement).

### ARTICLE IV BUDGET AND COSTS

The APPLICANT shall charge to the project account all approved costs of the project. All such costs including services contributed by the APPLICANT or others and charged to the project account, shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other records indicating in proper detail the nature and propriety of the charge.

### ARTICLE V RECORDS

The APPLICANT shall maintain full and accurate records at its principal office or place of business with respect to all matters covered by this AGREEMENT. The DEPARTMENT or AUTHORIZED REPRESENTATIVES shall have full access thereto during regular business hours and at all times necessary, to original instruments including records or copies thereof in possession, custody or control of the APPLICANT. This shall include the right to examine and audit, the right to make transcripts therefrom, the right to inspect all project data, documents, proceedings, records, or notes of activities. It shall be the duty of the APPLICANT to retain for a period of three (3) years from the date of final payment all records for categorical and flexible funding grants. In the case of in-lieu contributions, all records shall be retained for a period of three (3) years from the date of final inspection.

### ARTICLE VI PROGRESS REPORTS

The APPLICANT shall furnish to the DEPARTMENT such progress and periodic reports in such form and quantity as the DEPARTMENT may from time to time require; including but not limited to, status reports of the project, project account, statements, certificates, approvals, proposed budgets, copies of all contracts executed and proposed, employment placement, follow-up reports, any and all other information relative to the project as may be requested.

### ARTICLE VII COMPLIANCE WITH CONDITIONS

If the Regional Director or Administrator of the Federal Disaster Assistance Administration determines that there is a violation by the APPLICANT of the conditions imposed upon Federal Public Assistance as stated in and pursuant to Paragraph Five (5) of the Federal-State Disaster Assistance Agreement, the APPLICANT agrees to take the corrective measure required by the Administrator or Regional Director of the Federal Disaster Assistance Administration.



*ARTICLE VIII*  
TERMINATION OF PROJECT

The use of funds for projects as approved by the Federal Disaster Assistance Administration shall terminate as provided in the Regulations pursuant to the Disaster Relief Act of 1974 and the Federal Disaster Assistance Administration Handbooks 3300.5 and 3300.6.

*ARTICLE IX*  
INTEREST OF MEMBERS OF THE COMMONWEALTH AND OTHERS

No officer, member, or employee of the COMMONWEALTH and no member of its governing body who exercises any functions or responsibilities in the review or approval of services being performed under this agreement shall participate in any decision relating to this agreement, which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested; nor shall any such officer, member or employee of the COMMONWEALTH and no member of its governing body have any interest direct or indirect in this agreement or the proceeds thereof.

*ARTICLE X*  
RESPONSIBILITIES OF APPLICANT

- (a) The APPLICANT shall perform the activities under this AGREEMENT as an independent contractor and shall provide workmen's compensation insurance where the same is required, and shall accept full responsibility for the payment of premiums for workmen's compensation and any other taxes or payroll deductions required by law for its employees who are performing services specified by this agreement.
- (b) The APPLICANT shall hold the COMMONWEALTH harmless from any and all claims, demands, and actions based upon or arising out of any activities performed by its employees or its independent contractors and subcontractors under this AGREEMENT in a manner which is contrary to the direction of the DEPARTMENT and shall defend any and all actions brought against the COMMONWEALTH based upon any such claims or demands. It is understood and agreed that the APPLICANT'S standard liability insurance policies protect, or shall be endorsed to protect the COMMONWEALTH from claims of bodily injury and of property damage arising out of any services performed by the APPLICANT, its employees, its agents, and its independent contractors and subcontractors under this agreement including business and non-business invitees and their property and all other property sustaining damage as a direct or indirect result of the execution of this project validly present on APPLICANT'S premises whether or not actually engaged in the project at the time the claim inures.

*ARTICLE XI*  
TERMINATION

If through any cause the APPLICANT shall fail to fulfill in a timely and proper manner its obligations under the AGREEMENT, or in the event of violation of any of the covenants contained herein, the DEPARTMENT shall thereupon have the right to terminate this AGREEMENT.

Further, the funds referred to under this AGREEMENT are subject to availability and approval by the Federal Disaster Assistance Administration. This AGREEMENT is terminated whenever the Federal Government disapproves or withdraws the funds.

*ARTICLE XII*  
NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY

During the performance of any contract entered into by the APPLICANT, the APPLICANT shall require its contractors and subcontractors to agree as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, religion, sex, color, age, economic status, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, sex, color, age, economic status, or national origin.



- (3) The contractor will send to each labor union, or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the contracting officer, advising the said labor union or workers' representative of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the U.S. Equal Employment Opportunity Commission.
- (5) The contractor will furnish all information and reports required by Executive Order, 11246 of September 24, 1965, as amended, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the U.S. Equal Employment Opportunity Commission for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) Contractor non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, may result in actions whereby the contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965. Such other sanctions may be imposed and remedial measures invoked as provided in the said executive order or by rule, regulations, or order of the U.S. Equal Employment Opportunity Commission or as otherwise provided by law.
- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the U.S. Equal Employment Opportunity Commission issued pursuant to section 303 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance: Provided, however, That in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (8) THE APPLICANT WILL RECEIVE AND WILL BE REQUIRED TO COMPLETE COMPLIANCE REVIEW FORMS PREPARED BY THE PENNSYLVANIA HUMAN RELATIONS COMMISSION.

#### ARTICLE XIII COMPLIANCE WITH NON-DISCRIMINATION PROVISIONS

The APPLICANT will comply with non-discrimination provisions in Article XIII of this AGREEMENT in accordance with Title VI of the Civil Rights Act of 1964. Under the terms of the Federal-State Disaster Assistance Agreement, the Pennsylvania Human Relations Commission is authorized to execute compliance reports, carry out compliance reviews and distribute informational material as required by the Federal Disaster Assistance Administration to assure that all recipients of Federal disaster assistance are in full compliance with OEP Regulation No. 5 (30 F.R. 321) issued pursuant to Title VI of the Civil Rights Act of 1964. If the Pennsylvania Human Relations Commission determines that the APPLICANT is not in compliance with the non-discrimination provisions, then the Commission will make recommendations to the Regional Director of the Federal Disaster Assistance Administration (FDAA) to take appropriate action in the granting and withholding of Federal assistance. Furthermore, the APPLICANT will receive compliance report forms which the APPLICANT will be required to complete. The APPLICANT'S failure to complete and return said forms will be considered non-compliance to the meaning of Articles VII and XIII.

#### ARTICLE XIV AMENDMENTS

This AGREEMENT shall not be subject to any alteration, amendment, extension or rescission by any previous, contemporary or subsequent purported written or oral statement or agreement except as the DEPARTMENT may order pursuant to Article 1 of the AGREEMENT: except however, that amendment, alteration, extension or rescission subsequent to the effective date of this AGREEMENT will be effective to the extent to which a properly submitted amended proposal or request for rescissions or extension is considered, approved and made a part hereof by the DEPARTMENT.

#### ARTICLE XV ENTIRE AGREEMENT

This AGREEMENT, when signed by all of the parties hereto, constitutes the full and complete understanding and agreement of all parties and may not be in any manner interpreted or fulfilled in contradiction of its express terms as provided above.

#### ARTICLE XVI EFFECTIVE DATE

October 8, 1976.

The effective date of this contract is retroactive to

IN WITNESS WHEREOF the parties hereunto have set their hands and seals

this \_\_\_\_\_ day of \_\_\_\_\_, 1976.

THE COMMONWEALTH OF PENNSYLVANIA  
Acting through the  
STATE COUNCIL OF CIVIL DEFENSE

\_\_\_\_\_  
Governor's Authorized  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Applicant's Designated  
Agent

\_\_\_\_\_  
Date

or

\_\_\_\_\_  
Authorized Local Government  
Official

Approved as to legality and form

\_\_\_\_\_  
Assistant Attorney General



ANNEX D  
APPENDIX 5

INSTRUCTIONS FOR  
LOCAL COMMITMENT STATEMENT

1. State and Local Government Obligations and Expenditures to Alleviate Conditions of a Disaster
  - a. Public Law 93-288 requires that the State and Local governments obligate and expend a reasonable amount of their funds to alleviate the damage, loss, hardship or suffering resulting from a disaster.
  - b. The Federal/State Agreement specifies that political subdivisions applying for assistance under PL 93-288 will commit local obligations and expenditures for which no Federal reimbursement will be claimed as follows:
    - (1) In case of in lieu contributions (Project Applications under \$25,000), applicants will make commitments of at least 10% of the total eligible damage.
    - (2) In the case of categorical or flexible funding, applicants are expected to assume at least ten percent (10%) of the total amount of the eligible damage. If a political subdivision cannot assume the financial burden of ten percent (10%), it may request relief in part or in whole from the commitment. Requests for relief must be submitted with the application in the form of specific justification for such relief upon which the Governor's Authorized Representative can make a reasonable recommendation of that request.
2. Local Commitment Statement
  - a. The State Council of Civil Defense has prepared a "Local Commitment Statement" form upon which each applicant shall report the obligations and/or expenditures of funds which are over and above monies claimed for reimbursement. A copy is appended to this annex.
  - b. The types or categories of expenditures of the applicant deemed acceptable as a commitment are as follows:
    - (1) Cash Commitment
    - (2) Treasurer or Auditor fees
    - (3) Applicant's meeting expenses, such as travel and salaries of attendees
    - (4) Inspection costs, such as travel, salaries of local inspectors, engineering firms, etc.
    - (5) Costs of advertising of bids, contract preparation, printing or reproduction.
    - (6) Special meetings for citizens, lighting, heating, telephone bills, etc.



- (7) Salaries of officials for the management and direction of disaster activities such as warning and communications personnel, individuals preparing applications and supervisors not listed on Damage Survey Reports.
- (8) Expenditures for volunteer fire company personnel
- (9) Mass Care costs, including food, lodging and other expenses
- (10) Pumping operations, other than eligible costs listed on the Damage Survey Reports
- (11) Emergency equipment and supplies, other than eligible costs listed on Damage Survey Reports
- (12) Personnel benefits listed on payrolls
- (13) Costs for use of private vehicles or public vehicles not otherwise eligible
- c. A Local Commitment Statement must be prepared and forwarded with each application for Federal Disaster Assistance.

3. Documentary Proof of Expenditures

- a. It is imperative that all expenditures reported on the Local Commitment Statement be readily identifiable in the financial records of the applicant, since these expenditures will be subject to State and Federal audit.
- b. All payrolls, time records, equipment usage records and invoices supporting the Local Commitment Statement should be appropriately annotated and cross referenced to reflect the date of the disaster related activity to which each expenditure pertains.

## LOCAL COMMITMENT STATEMENT

Approximately \$ \_\_\_\_\_ have been expended by \_\_\_\_\_  
(Applicant)

for repair of damages as a result of flooding on \_\_\_\_\_. These  
(Date)

costs are over and above monies claimed for reimbursement under Project No. FDAA-

-DR-\_\_\_\_\_.

Categories of expenditures are as follows:

	<u>Approximate Amount</u>
Labor:	\$ _____
Equipment:	\$ _____
Supplies:	\$ _____
Payroll Additives:	\$ _____
Other:	\$ _____

Damaged Locations:

These expenses are identifiable in the financial records of the applicant.

\_\_\_\_\_  
Authorized Agent or Other Official



SHEET \_\_\_\_\_ OF \_\_\_\_\_ SHEETS



---

### INSTRUCTIONS

1. The Damage Survey Report (DSR) is not a Federal approval of this proposed project and does not obligate Federal funds. DSR's are field recommendations which are attached as supporting justification to the applicant's project application, which must be approved by the Governor's Authorized Representative and the FDAA Regional Director. The applicant can be given no assurance of Federal reimbursement for any of the proposed work prior to approval of the project application by the Regional Director.
2. Use this form for the Federal Inspector's Damage Survey Report when required for emergency assistance, debris removal, temporary housing, or permanent repairs, replacement, or other restorative work. Separate DSR's will be prepared for emergency and for permanent work.
3. The Federal Inspector will attach properly captioned and cross referenced maps, sketches, or photos, as necessary to locate or describe the damages and the proposed scope of work. Additional sheets reporting comments by the DSR team members or any other pertinent information may be attached by the Federal Inspector to the original DSR.
4. Description of damages and "Scope of Proposed Work" should be stated in quantitative terms. For example, provide estimated quantities of debris removal or earth movement in cubic yards or tons; provide paving estimates in square feet or square yards; and provide principal dimensions of bridges, retaining walls or other structures as appropriate.
5. The Federal Inspector will attach his comments on each question of eligibility that arises. He should contact the Regional Director for guidance when necessary.
6. Cost estimates must be realistic; based on local conditions for the eligible scope of work without any contingency allowances. Cost breakdown should be sufficiently detailed for professional review including deductions such as salvage or insurance when appropriate. Under DSR Item 12 record the type of insurance coverage in force such as flood or casualty.
7. Under DSR Item 16, the "Federal Review" will be accomplished normally at the FDAA field office by a Federal engineer designated by the Regional Director. The FDAA review will be accomplished prior to distribution of the completed DSR's as indicated below. Based on these DSR reviews, a Federal Inspector may be required to correct errors in the DSR or to repeat field inspections when necessary.
8. Three copies of the DSR will be completed and signed at the time of inspection. The Federal Inspector and the applicant's representative will retain copies. The Federal Inspector will submit the original to the Regional Director for review. The RD will distribute two reproduced copies of completed DSR's to the State Coordinating Officer and two to the Federal agency which provided the inspector. The original will be retained for FDAA record file.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION  
PROJECT APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE

## FDAA APPLICATION

DECLARATION  
NUMBER

PA NUMBER

DECLARATION DATE

SUPPLEMENT NO

## 1. APPLICANT'S NAME AND ADDRESS

## 2. APPLICANT'S AGENT (Attach Form HUD-490 or 490.1)

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## 3. PROJECT SUMMARY

	AMOUNT REQUESTED BY APPLICANT	AMOUNT APPROVED BY STATE	AMOUNT APPROVED BY FDAA
A. DEBRIS CLEARANCE . . . . .	_____	_____	_____
B. PROTECTIVE MEASURES . . . . .	_____	_____	_____
C. ROAD SYSTEMS . . . . .	_____	_____	_____
D. WATER CONTROL FACILITIES . . . . .	_____	_____	_____
E. PUBLIC BUILDINGS AND EQUIPMENT . . . . .	_____	_____	_____
F. PUBLIC UTILITIES . . . . .	_____	_____	_____
G. FACILITIES UNDER CONSTRUCTION . . . . .	_____	_____	_____
H. PRIVATE NONPROFIT FACILITIES . . . . .	_____	_____	_____
I. OTHER DAMAGES (Not in above categories) . . .	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

Attach detailed descriptions and estimated costs (to the nearest dollar) for each item of work above for which Federal financial assistance is requested (Form HUD-484)

4. FUNDING REQUESTS: Advance of Funds ☐ YES ☐ NO (Form HUD 489)  
Partial Payment ☐ YES ☐ NO (Form HUD 489.1)

## 5. REQUEST BY APPLICANT'S AGENT (Provides assurances on reverse side)

☐ Categorical ☐ Flexible Funding (Section 402(f)) ☐ In-lieu Contribution (Section 419)

Date \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

## 6. CONCURRENCE BY GOVERNOR'S AUTHORIZED REPRESENTATIVE IN APPLICANT'S REQUEST (Provides State assurances on reverse side)

☐ Categorical ☐ Flexible Funding ☐ In-lieu Contribution

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature \_\_\_\_\_

## APPROVED BY FDAA

☐ Categorical ☐ Flexible Funding ☐ In-lieu Contribution

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature \_\_\_\_\_



## ASSURANCES

- A. The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

### The Applicant Certifies:

- B. That (to the best of his knowledge and belief) the disaster relief work described on each Federal Disaster Assistance Administration (FDAA) Project Application for which Federal financial assistance is requested is eligible in accordance with the criteria contained in 24 Code of Federal Regulations, Part 2205, and applicable FDAA (HUD) Handbooks.
- C. That it is the legal entity responsible under law for the performance of the work detailed or accepts such responsibility.
- D. That the emergency or disaster relief work therein described for which Federal assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
- E. That all information given by it herein is, to the best of its knowledge and belief, true and correct.
- F. That all financial assistance received under this application will be, or has been, expended in accordance with applicable law and regulations thereunder.

### The Applicant Agrees:

- G. To (1) provide without cost to the United States all lands, easements, and rights-of-way necessary for accomplishment of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
- H. To comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) and all requirements imposed by the Federal Disaster Assistance Administration pursuant to that Title to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, nationality, sex, age, or economic status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance from FDAA and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.
- I. That if any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Federal Disaster Assistance Administration, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by FDAA.
- J. That this assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by FDAA, that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse are authorized to sign this assurance on behalf of the Applicant.
- K. To obtain and maintain any flood insurance as may be required for the life of the project(s) for which Federal financial assistance for acquisition or construction purposes for buildings or mobile homes is provided herein; and, to obtain and maintain any other insurance as may be reasonable, adequate and necessary to protect against further loss to any property which was replaced, restored, repaired or constructed with this assistance.
- L. That, as a condition for the grant, any repairs or construction financed herewith, shall be in accordance with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, to evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.
- M. To defer funding of any projects involving flexible funding under Section 402 or Section 419 until FDAA makes a favorable environmental clearance determination, if this is required.

## FDAA

## Funding Options Applicable to Pennsylvania Municipalities.

1. In-lieu Contributions:

- Automatic when total project application is under \$25,000.
- 100% immediate payment.
- Some freedom of choice in use of funds.
- Excludes work for private, non-profit organizations applying through you.

2. Categorical Grants:

- Project application equals or exceeds \$25,000.
- 100% reimbursement for audited expenditures.
- Applies to emergency work for project applications having “flexible funding” permanent work.
- Applies to all facilities under construction.
- Applies to all private non-profit organizations.

3. Flexible Funding:

- Project application exceeds \$25,000.
- Available only to State, county and local governments.
- Applies only to permanent work.
- Allows freedom of choice in use of funds.
- Pay 90% of approved permanent work in project application.





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

## REQUEST FOR ADVANCE OF FUNDS

TO: (Governor's Authorized Representative)

PROJECT APPLICATION NO.

FROM: (Applicant)

DATE

It is requested that an advance of funds in the amount of \_\_\_\_\_ be approved in accordance with the Schedule of Expenditures shown below.

The \_\_\_\_\_ agrees to the following conditions:

1. That the funds will be used solely for the work approved in the project application.
2. That any funds advanced, which are in excess of the approved expenditures as accepted by final audit by the Federal Government, will be refunded promptly to the State.

SCHEDULE OF EXPENDITURES FOR WHICH AN ADVANCE OF FUNDS IS REQUESTED

Total amount approved in Project Application: \$ \_\_\_\_\_

Expended to date on eligible work . . . . . \_\_\_\_\_

Estimated expenditure for next 60 days. . . . . \_\_\_\_\_

## TOTAL REQUIREMENTS

Prior advances. . . . . \_\_\_\_\_

Requested advance . . . . . \_\_\_\_\_

## TOTAL ADVANCE

Percent of Approved Project Application . . . . . % \_\_\_\_\_

I understand and agree that if this request is approved it will cover expenditures to date plus those estimated for the next 60 days; and that any further progress payments will require another request.

DATE

APPLICANT'S AUTHORIZED REPRESENTATIVE

TO:

REGIONAL DIRECTOR,  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

☐ Recommend Approval      Amount \$ \_\_\_\_\_

☐ Not Recommended for Approval

COMMENTS:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Governor's Authorized Representative)

TO:

FDAA NATIONAL OFFICE

☐ Approved      Amount \$ \_\_\_\_\_

☐ Not Approved

COMMENTS:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Regional Director or Authorized Representative)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

## REQUEST FOR ADVANCE OF FUNDS

TO: (Governor's Authorized Representative)

PROJECT APPLICATION NO.

FROM: (Applicant)

DATE

It is requested that an advance of funds in the amount of \_\_\_\_\_ be approved in accordance with the Schedule of Expenditures shown below.

The \_\_\_\_\_ agrees to the following conditions:

1. That the funds will be used solely for the work approved in the project application.
2. That any funds advanced, which are in excess of the approved expenditures as accepted by final audit by the Federal Government, will be refunded promptly to the State.

SCHEDULE OF EXPENDITURES FOR WHICH AN ADVANCE OF FUNDS IS REQUESTED

Total amount approved in Project Application: \$ \_\_\_\_\_

Expended to date on eligible work . . . . . \_\_\_\_\_

Estimated expenditure for next 60 days. . . . . \_\_\_\_\_

## TOTAL REQUIREMENTS

Prior advances. . . . . \_\_\_\_\_

Requested advance . . . . . \_\_\_\_\_

## TOTAL ADVANCE

Percent of Approved Project Application . . . . . % \_\_\_\_\_

I understand and agree that if this request is approved it will cover expenditures to date plus those estimated for the next 60 days; and that any further progress payments will require another request.

DATE

APPLICANT'S AUTHORIZED REPRESENTATIVE

ANNEX F  
Temporary HousingANNEX G  
Unemployment AssistanceANNEX H  
Legal ServicesANNEX I  
Crisis CounselingANNEX E  
Individual and  
Family Grants



TO:

REGIONAL DIRECTOR,  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

☐ Recommend Approval      Amount \$ \_\_\_\_\_

☐ Not Recommended for Approval

COMMENTS:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Governor's Authorized Representative)

TO:

FDAA NATIONAL OFFICE

☐ Approved      Amount \$ \_\_\_\_\_

☐ Not Approved

COMMENTS:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Regional Director or Authorized Representative)



Form Approved OMB No.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL DISASTER ASSISTANCE ADMINISTRATION <b>REQUEST FOR PARTIAL PAYMENT</b>															
<b>TO:</b> (Governor's Authorized Representative)	<b>PROJECT APPLICATION NO</b>														
<b>FROM:</b> (Applicant)	<b>DATE</b>														
<p>It is requested that a partial payment in the amount of \$ _____ be approved in accordance with the Schedule of Expenditures shown below.</p> <p>The _____ agrees that the funds will be used solely for the work in the applicants schedule of projects for which flexible funding was approved under section 402(f), Public Law 93-288.</p> <p style="text-align: center;"><b><u>SCHEDULE OF EXPENDITURES FOR WHICH A PARTIAL PAYMENT IS REQUESTED</u></b></p> <table><tbody><tr><td>Total amount of funding approved in Project Application:</td><td>\$ _____</td></tr><tr><td>Expended to date on scheduled work .....</td><td>_____</td></tr><tr><td>Estimated expenditure for next 90 days .....</td><td>_____</td></tr><tr><td><b>TOTAL REQUIREMENTS</b></td><td>_____</td></tr><tr><td>Prior Partial payments</td><td>_____</td></tr><tr><td>Requested partial payments</td><td>_____</td></tr><tr><td><b>TOTAL PAYMENT</b></td><td>_____</td></tr></tbody></table> <p>I understand and agree that if this request is approved it will cover expenditures to date plus those estimated for the next 90 days and that any further partial payments will require another request, and that any partial payments exceeding actual approved total expenditures will be refunded promptly to the State.</p>		Total amount of funding approved in Project Application:	\$ _____	Expended to date on scheduled work .....	_____	Estimated expenditure for next 90 days .....	_____	<b>TOTAL REQUIREMENTS</b>	_____	Prior Partial payments	_____	Requested partial payments	_____	<b>TOTAL PAYMENT</b>	_____
Total amount of funding approved in Project Application:	\$ _____														
Expended to date on scheduled work .....	_____														
Estimated expenditure for next 90 days .....	_____														
<b>TOTAL REQUIREMENTS</b>	_____														
Prior Partial payments	_____														
Requested partial payments	_____														
<b>TOTAL PAYMENT</b>	_____														
<b>DATE</b>	<b>APPLICANT'S AUTHORIZED REPRESENTATIVE</b>														

HUD-489.1 (7-74)

<b>TO:</b> REGIONAL DIRECTOR, FEDERAL DISASTER ASSISTANCE ADMINISTRATION	
<input type="checkbox"/> Recommend Approval	Amount \$ _____
<input type="checkbox"/> Not Recommended for Approval	
COMMENTS	
<div></div> <div><div>_____</div><div>(Date)</div></div> <div><div>_____</div><div>(Governor's Authorized Representative)</div></div>	
<b>TO:</b> FDAA NATIONAL OFFICE	
<input type="checkbox"/> Approved	Amount \$ _____
<input type="checkbox"/> Not Approved	
COMMENTS:	
<div></div> <div><div>_____</div><div>(Date)</div></div> <div><div>_____</div><div>(Regional Director or Authorized Representative)</div></div>	

HUD-480.1 (7-74)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

**SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT CLAIMED  
FROM THE FEDERAL DISASTER ASSISTANCE ADMINISTRATION  
FOR ELIGIBLE DISASTER WORK**

State \_\_\_\_\_

Applicant's Reference No. (Warrant, Voucher, Claim or Schedule No.)	Delivery date of articles or performance of services	DOCUMENTATION  List documentation (Applicant's payroll, material out of applicant's stock, applicant owned equipment and name of vendor or contractor) by category and line item in the approved project application and give a brief description of the articles or services	AMOUNT		
			Line item in Approved Project Application	Applicant's Eligible Cost	
				Dollars	Dollars

**DISTRIBUTION CODE:** WHITE - FDAA Audit Section File Copy      PINK - State Copy  
GREEN - FDAA Audit Copy      GOLD - Applicant Copy  
YELLOW - FDAA Regional Copy

# ANNEX F

## Temporary Housing

## ANNEX G

## ANNEX H

## ANNEX I

## ANNEX E

### Individual and Family Grants





# ANNEX D - APPENDIX 12

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FEDERAL DISASTER ASSISTANCE ADMINISTRATION

## BLANKET CERTIFICATE

### COVERING CLAIM FROM THE FEDERAL DISASTER ASSISTANCE ADMINISTRATION FOR THE COST OF ELIGIBLE DISASTER WORK

I certify that all documents listed on the "Summary of Documentation" (Form HUD-481),  
submitted by \_\_\_\_\_  
(Applicant)

are correct and cover only services performed, or material used, exclusively in connection  
with disaster relief operations of the applicant, as authorized in Project Application  
FDAA No. \_\_\_\_\_ State No. \_\_\_\_\_ under Public Law \_\_\_\_\_ Congress.

#### COMPLETION OF WORK

I certify that all work authorized in the approved project application was completed and all  
related essential services were resumed, within the time limit in the Federal-State Disaster  
Agreement, except as listed below:

<u>Category</u>	<u>Work NOT Completed</u> <u>Line Item</u>	<u>Approved</u> <u>Amount</u>
-----------------	---	----------------------------------

#### RATES

I certify that all rates claimed were the lowest rates available during the period covered by  
this claim.

#### PAYROLL

I certify that wages claimed on payrolls cover only extra employees or overtime of regular  
employees of the applicant, and that all payments for overtime are in accordance with policy  
established prior to the disaster.

#### DOCUMENTATION

I certify that the originals of all supporting documentation are on file in the  
office of \_\_\_\_\_  
(Title and Address)

#### PAYMENT

I certify that all obligations incurred by the applicant, in connection with the documents  
listed on the "Summary of Documentation" (Form HUD-481), have been paid in full.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant's Authorized Representative)

**DISTRIBUTION CODE:** WHITE - FDAA Audit Section File Copy PINK - State Copy  
GREEN - FDAA Audit Copy GOLD - Applicant Copy  
YELLOW - FDAA Regional Copy

HUD-482 (6-74) Replaces OEP Form 83, which is obsolete

ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX E  
Individual and  
Family Grants



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FEDERAL DISASTER ASSISTANCE ADMINISTRATION  <b>FINAL INSPECTION REPORT</b>						DECLARATION NUMBER AND DATE  APPLICATION NO.      SUPPLEMENT NO.					
TO: FEDERAL DISASTER ASSISTANCE ADMINISTRATION REGION						FROM: (Agency and/or Bureau and Location)					
1. APPLICANT											
2. TYPE OF FUNDING: <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> CATEGORICAL      <input type="checkbox"/> FLEXIBLE      <input type="checkbox"/> IN LIEU CONTRIBUTION</div>											
3. INSPECTED WORK											
CAT.	ITEM	DATE COMPLETED	DATE INSPECTED	INSURANCE SETTLEMENT	APPROVED PA COST ESTIMATE	REPORTED COST	CONTRACT/ FORCE ACCT.	SCOPE OF WORK (Report Changes)			
4. INSPECTOR								STATE   FEDERAL			
a. Did you personally inspect each item of completed work? ..... b. Did you review and utilize applicable Damage Survey Reports? ..... c. Did you review and utilize applicable FDAA Engineering Analyses? ..... d. Did you review and utilize applicable Applicant's Summary of Documentation? ..... e. Did you ever make any prior inspections of any of these work items? .....								YES	NO	YES	NO
CERTIFICATION											
The above item(s) in the project application for the category of work shown has been inspected and certification is hereby made that the work has been completed as approved therein, except as noted above.											
FEDERAL INSPECTOR (Signature and Title) (Federal Agency)						(Date)	FDAA REVIEW				
STATE INSPECTOR (Signature and Title) (State Agency)						(Date)	INITIALS				
LOCAL REPRESENTATIVE (Signature and Title)						(Date)	DATE				





## INSTRUCTIONS

The successful completion of Federal funding by FDAA on project applications depends largely upon (1) properly executed Damage Survey Reports (DSR), which clearly define eligible scope of work and costs and (2) properly executed Final Inspection Reports (FIR). The FIR's are the responsibility of the Federal inspectors to document the eligible work performed and any deviations from approved scope of work or approved cost estimates. Each FIR of completed work should be accurate and detailed enough so that the Governor's Authorized Representative, the Regional Director, and auditors can work with the applicant with minimum of delays in processing final payments.

1. Use this form for the Federal Inspector's Report of Final Inspection when required for completed work approved by a Regional Director under Public Law 91-606, as amended, or Public Law 93-288 when necessary.
2. Complete the original, the applicant's copy and the Federal Inspector's copy in the field, and give the applicant his copy. *(Federal Inspector keeps his copy, reproduces copies of the original in the field office, and provides for distribution of original and one copy to the FDAA Regional Director, and two copies to Governor's Authorized Representative.)*
3. Attach comments and recommendations on continuation sheets as necessary to complete the reports, cross-referenced by category, item number, or to paragraph numbers of the report. Use the category and line item number, on the DSR accompanying the project application (PA) and on listings of flexible funding projects when appropriate.
4. Under paragraph 3 of this report enter the amount of insurance settlement if known, or, if still pending attach comments and available information on current status.
5. Under paragraph 3 of this report enter an asterisk (\*) in the column "Scope of Work," to report each significant change. Explain briefly on continuation sheet or attachments any significant decrease. Complete and attach a DSR for any significant increase.
6. All deviations from FDAA approved eligible work on the PA are to be reported and explained in each FIR on attached continuation sheets. If you are informed of cost overruns, explain reasons fully and provide your recommendation. Also explain fully any deviations from scheduled work on flexible funding projects.

ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX E  
Individual and  
Family Grants



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX E**

**INDIVIDUAL AND FAMILY GRANTS**

**I AUTHORITY**

- A. Section 408, PL 93-288, the Disaster Relief Act of 1974.
- B. Title 24, Part 2205.48, Code of Federal Regulations, FDAA.

**II REFERENCES**

- A. Commonwealth of Pennsylvania State Disaster Operations Plan.
- B. State Department of Public Welfare Disaster Operations and Assistance Plan.

**III PROGRAM DESCRIPTION**

- A. The Governor may request that Federal funds be made available to the Commonwealth of Pennsylvania for the purpose of making grants to individuals and families who, as a result of a major disaster, are unable to meet necessary expenses or serious needs. The grant program authorized by Section 408, PL 93-288, will be 75 percent Federally funded and 25 percent State funded. The State Department of Public Welfare has been designated as the State agency responsible for administering the program.
- B. The grant program is intended to provide funds to disaster victims to permit them to meet those necessary disaster related expenses or serious needs for which other governmental assistance is either unavailable or inadequate. The grant program is not intended to indemnify all disaster losses or to purchase items or services that may generally be characterized as nonessential, luxury, or decorative.

**IV PROCEDURES**

- A. Request by Pennsylvania to Participate — In order to make assistance available under Section 408, PL 93-288 available to disaster victims, the Governor must file with the Director, Region III, FDAA, a request which includes the following:
  - 1. A certification that assistance under the Act and from other means is insufficient to meet necessary expenses or serious needs of disaster victims.
  - 2. An estimate of the number of disaster victims who have necessary expenses or serious needs and the basis for such estimates.
  - 3. An estimate of the total Federal grant to include administrative expenses not to exceed three percent of the total Federal grant.
  - 4. A commitment to implement the State Administrative Plan (Appendix 1).
  - 5. A commitment to identify specifically in the accounts of the State all Federal and State funds committed to the grant program.



6. A commitment to maintain close coordination with the Federal Coordinating Officer and provide him with such reports as he may require in order to insure proper administration, including avoidance of duplication of benefits.
  7. A commitment to implement the grant program throughout the major disaster area designated by the Administrator, FDAA.
  8. A certification that the State will pay its 25 percent share of all grants to individuals or families. If the State is unable immediately to pay its 25 percent share, the State may request an advance of Federal funds.
  9. At Appendices 2 and 3 are sample letters of request from the Governor to participate in the Individual and Family Grant Program prior to, and subsequent to, a Presidential declaration of major disaster.
- B. Reimbursement – Reimbursement to the State of the Federal share of the eligible costs will be on the basis of a voucher filed by the State and approved by the Director, Region III, FDAA.
- C. Federal Audit – All disbursements will be subject to Federal audit, including those for administrative costs for which the State requests reimbursement.
- D. Administrative Expenses – PL 93-288 provides that the State may expend not to exceed 3 percent of the total Federal grant for expenses of administering grants to individuals and families under the Individual and Family Grant Program.
- E. Administration Plan – Appendix 1 is the Commonwealth of Pennsylvania Administrative Plan for the Individual and Family Grant Program. It sets forth the detailed provisions of the program to include Program Operations, Eligibility Criteria and Procedures for Applicants. Attachments contain necessary forms to apply for and receive assistance under the program.

## V TIME LIMITATION

If the Governor determines that individual and family grant assistance under Section 408, PL 93-288 is necessary, he must submit a request for such assistance to the FDAA Regional Director no later than seven (7) days following the date on which the major disaster was declared.

## APPENDICES:

- 1 – Administrative Plan
- 2 – Sample Letter, Request by Governor prior to a Presidential Declaration
- 3 – Sample Letter, Request by Governor subsequent to a Presidential Declaration.

## ANNEX E

## APPENDIX 1

COMMONWEALTH OF PENNSYLVANIA  
ADMINISTRATIVE PLAN  
FOR THE  
INDIVIDUAL AND FAMILY GRANT PROGRAM

**I AUTHORITIES**

- A. Public Law 93-288, The Disaster Relief Act of 1974.
- B. Title 24, Part 2205, Code of Federal Regulations, FDAA.

**II PURPOSE**

The purpose of this plan is to set forth the administrative procedures and describe the organization for implementing the Individual and Family Grant Program subsequent to a major disaster declaration by the President.

**III GENERAL**

Following an emergency proclamation by the Governor and a major disaster declaration by the President, State and Federal disaster assistance programs are made available to the State and local governments and disaster victims suffering loss or damage in the designated disaster area. Subsequent to approval of his request to the Federal Disaster Assistance Administration (FDAA), the Governor makes available the Individual and Family Grant Program (IFGP) to those disaster victims whose necessary expenses or serious needs cannot be met by governmental programs, or from other means. The IFGP is a State administered program, 75 percent Federally funded and 25 percent State funded. The maximum grant to an individual or family in any one major disaster is \$5,000.

**IV DEFINITIONS**

- A. "Necessary expense" means the cost of an item or service essential to an individual or family to mitigate or overcome an adverse condition caused by a major disaster.
- B. "Serious need" means a requirement for an item or service essential to an individual or family to prevent or reduce hardship, injury, or loss caused by a major disaster.
- C. "Family" means a social unit comprised of husband and wife and dependents, if any, or a head of household, as these terms are defined in the Internal Revenue Code.
- D. "Individual" means a person who is not a member of a family, as defined in subparagraph C of this section.
- E. "Assistance from other means" means assistance including monetary or in-kind contributions from other governmental programs, insurance, voluntary or charitable organizations, or from any sources other than those of the individual or family.
- F. "Federal Coordinating Officer" (FCO) means the person appointed by the Administrator, FDAA, to coordinate Federal assistance in a major disaster.

- G. "State Coordinating Officer" (SCO) means the individual appointed by the Governor to coordinate State and local disaster assistance efforts with those of the Federal Government.
- H. "Administrative Panel" means a group consisting of representatives from the State Department of Public Welfare including personnel from the Office of Income Maintenance. This Administrative Panel should be appointed to serve on a full time basis until all grant applications are processed. The Panel, composed of State employees well acquainted with the rules of eligibility and completely familiar with the State Administrative Plan for Individual and Family Grants, will review each grant applicant's case file to determine eligibility and grant amounts. In case of a catastrophic disaster extending over wide areas of the State, Regional Administrative Panels may be established if the Central State Administrative Panel is not capable of processing grants in a timely manner. The Regional Administrative Panel will consist of at least three representatives of State agencies assigned duties with the region.

## V RESPONSIBILITIES

- A. The SCO, as the Governor's Authorized Representative, will have overall responsibility for the implementation of the Individual and Family Grant Program. The SCO will maintain close coordination with the FCO and provide him with such reports as he may require.
- B. The SCO will prepare and distribute to appropriate agencies a fact sheet (Attachment A) containing pertinent information on the effective administration of the IFGP.
- C. The Department of Public Welfare is the agency responsible for program administration. This agency will be subject to the general guidance of the SCO in carrying out the functions assigned in Section VII of this plan.
- D. All State agencies charged with responsibilities under this plan will insure compliance with Section 2205.13, Non-Discrimination in Disaster Assistance, and Section 2205.15, Duplication of Benefits, of the FDAA Regulations.

## VI ELIGIBILITY

### A. General –

- 1. In order to qualify for a grant under this section, an individual or family representative must certify:
  - a. That application has been made to other available governmental programs for assistance to meet a necessary expense or serious need and that neither he nor they have been determined to be qualified for such assistance or, for demonstrated reasons, any assistance received has not satisfied any such necessary expense or serious need.
  - b. That with respect to the specific necessary expense or serious need or portion thereof for which application is made, neither he, nor to the best of his knowledge, any member of his family has previously received or refused assistance from other means.
  - c. That should the individual or family receive a grant and assistance from other means later becomes available to meet the necessary expense or serious need, the individual or family shall refund to the State that part of the grant for which financial assistance from other means has been received.
- 2. Individuals or families who incurred a necessary expense or serious need in the major



disaster area may be eligible for assistance under this section without regard to their residency in the major disaster area or within the State in which the major disaster has been declared.

3. Individuals or families otherwise eligible for assistance under this section must obtain flood insurance, as required by Subpart E of FDAA Regulations 24 CFR 2205.
  4. Application must be filed within 60 days following the date on which the major disaster was declared except as noted in Section VIII, Paragraph B.
- B. Eligible Categories — Assistance may be made available to meet necessary expenses or serious needs by providing essential items or services in the categories set forth below:
1. Medical or dental.
  2. Housing. With respect to private owner-occupied primary residences (including mobile homes), grants may be authorized to:
    - a. Repair, replace, rebuild
    - b. Provide access
    - c. Clean or make sanitary, or
    - d. Remove debris from such residences

Any debris removal will be limited to the minimum required to remove health hazards or protect against additional damage to the residence.
  3. Personal Property
    - a. Clothing
    - b. Household items, furnishings or appliances.
    - c. Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.
    - d. Repair, clean or sanitize any eligible personal property item.
  4. Transportation
    - a. Grants may be authorized to provide transportation by public conveyance provided that the requirement for this transportation was the direct result of the disaster.
    - b. Grants may be authorized to repair, replace or provide private transportation, if the loss or requirement for this transportation was the direct result of the disaster, and transportation by public conveyance is inadequate or unavailable.
  5. Funeral expenses.

Grants for funeral expenses will be based on minimum expenditures for interment or cremation.

- C. Ineligible Categories — Assistance will not be made available for any item or service in the following categories:
1. Business losses, including farm businesses.
  2. Improvements or additions to real or personal property.
  3. Landscaping.
  4. Real or personal property used exclusively for recreation.
  5. Financial obligations incurred prior to the disaster.
  6. Any necessary expense or serious need or portion thereof for which assistance was available from other means but was refused by the individual or family.
- D. Other Categories — Should the State determine that an individual or family has an expense or need not specifically identified as eligible, the State shall provide a factual summary to the Regional Director, FDAA, and request a determination.

## VII FUNCTIONS

The Department of Public Welfare, Office of Income Maintenance, as the agency responsible for program administration, will perform the following functions:

- A. Notifying Potential Applicants — The Department of Public Welfare shall publicize the availability of the IFG Program to potential applicants by:
1. Coordinating PIO activities with other agencies, the SCO and the FCO.
  2. Providing news releases to local and State newspapers, radio and television stations (see Attachment B).
  3. Notifying local governments, private welfare and welfare related agencies, civic and church groups.
  4. Establishing outreach programs.
  5. Ensuring that potential grant applicants are made aware of the closing date for filing applications by providing a minimum of three news releases to all newspapers with coverage in the disaster area.
- B. Establishing Application Centers — The Department of Public Welfare will staff the Federal/State Disaster Assistance Centers (DAC) for the purpose of accepting grant applications. In determining suitable locations, consideration should be given to: (1) the location of disaster victims and their proximity to local State Offices; and (2) the number of disaster victims the office might be required to serve.
- C. Interviewing Applicants, Receiving Grant Applications — Department of Public Welfare will interview applicants, receive applications, and establish case files. Applications will be taken for sixty days following a major disaster declaration from any disaster victim desiring to apply for grant assistance. The interviewer will fully explain the scope and purpose of the program to each applicant and will ensure that each applicant clearly identifies on his or her application (Attachment C) the specific needs or expenses for which he or she is seeking assistance. An application will not be considered complete without a signed Disclosure Form



(Attachment D). A case file containing all pertinent documents will be established for each applicant. Those applicants who own no real estate, sustain only personal property damage and meet the employment and income criteria contained in Small Business Administration Regulations, Section 123.11, will complete the Certification of Eligibility (Attachment K) prior to making application for grant assistance. The completed Certification of Eligibility will be retained in the applicant's case file, and will be considered the equivalent of a denial of a request for loan assistance from the Small Business Administration in determining an applicant's eligibility for grant assistance.

- D. Verifying Necessary Expenses or Serious Needs – The Department of Public Welfare will verify the necessary expenses and serious needs for which grant assistance has been requested. A field trip(s) will be made by a verifier as requested to verify the serious needs or necessary expenses for which grant assistance has been requested. A verifier will categorize the serious needs and necessary expenses into eligible categories and attach the necessary documentation to the verification form (see Attachment E). The verification form will be attached to the application and will become a part of the case file. In those cases where verification cannot be made, the verifier will so state on the form. When verification is complete the case file will be sent to the Administrative Panel.
- E. Determining Eligibility – An Administrative Panel will review each application and determine eligibility and grant amounts. All determinations shall be made in accordance with the eligibility criteria of Section VI of this plan and Guidance in Determining Grant Amounts. The determination of eligibility and monetary award authorized by the panel shall be indicated on the application form and returned to the local Department of Public Welfare office for further processing.
- F. Notifying Applicants of Grant Approval/Disapproval – The Department of Public Welfare will notify every applicant by letter of the eligibility determination made on their application. In grant approval cases, the letter (See Attachment G) will state: that the application has been approved; the amount of the approved grant; and the purpose for which the grant has been made. In grant disapproval cases, the letter (Attachment H) will state that the application has been disapproved and the reasons for the disapproval. In all cases, the letter will inform the applicant of the right to appeal the decision to the SCO, State Council of Civil Defense, Room B-151, Transportation & Safety Building, Harrisburg, PA 17120. Appeals must be made within 20 calendar days.
- G. Appeal Procedures – The SCO will consider each appeal within 15 calendar days of receipt. All determinations by the SCO will be final. Each applicant will be notified by letter of the result of his/her appeal (See Attachment I and J).
- H. Disbursement Procedures – The State Department of Public Welfare will insure that all grants are disbursed within 10 working days after being approved by the Administrative Panel or the SCO.
- I. Verification of Grant Expenditures – A representative sampling of not less than 5 percent of disbursed grants will be selected by the Department of Public Welfare for review. The purpose of the review of these grants is to verify that grant funds have been expended to meet the necessary expenses or serious needs for which the grant was made. Those cases in which grant funds have been used for unauthorized expenditures will be referred to the State Attorney General for prosecution.
- J. Reports – The Directors of all designated agencies will provide the State Coordinating Officer with such reports as he may require.

- K. Auditing – The Department of Public Welfare will ensure that both program and financial audits are performed. All disbursements for which the State requests reimbursement will be subject to Federal audit.

## VIII TIME LIMITATIONS

In the implementation of this plan the following time limits will be adhered to:

- A. Applications will be accepted for 60 days following the date on which the major disaster was declared.
- B. Applications filed after the 60-day filing period, but within 90 days following the date on which the major disaster was declared will be reviewed by the local Department of Public Welfare office to determine whether the late filing was the result of extenuating circumstances or conditions beyond the control of the individual or family. If it is determined that good cause existed for the late filing, the application will be accepted. If such determination cannot be made, the application will be rejected.
- C. No application will be accepted if it is filed more than 90 days following the date on which the major disaster was declared.
- D. All administrative activities, including the submission of final reports and vouchers to the FDAA Regional Director will be completed within 180 days following the date on which the major disaster was declared.

## ATTACHMENTS

- A. Fact Sheet – FDAA DR
- B. Sample Public Information Release
- C. State Application Form
- D. Disclosure Form
- E. Verification Form
- F. Guidance in Determining Grant Amounts
- G. Sample Approval Letter
- H. Sample Denial Letter
- I. Sample Appeal Decision Letter – Approval
- J. Sample Appeal Decision Letter – Denial
- K. Certification of Eligibility

ATTACHMENT A

Individual and Family Grant Fact Sheet  
for \_\_\_\_\_ FDAA- \_\_\_\_\_ DR

Incident Period \_\_\_\_\_ Cause \_\_\_\_\_

Date of Declaration \_\_\_\_\_

Counties Designated:

Federal Coordinating Officer

\_\_\_\_\_

State Coordinating Officer

\_\_\_\_\_

Governor's Authorized Representative

\_\_\_\_\_

Agency Responsible for Program Administration

\_\_\_\_\_

Administrative Panel Members

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Number of Grant Applications

\_\_\_\_\_

Estimated Total of Grants to Individuals and Families

\$ \_\_\_\_\_

Federal Share \$ \_\_\_\_\_

State Share \$ \_\_\_\_\_

Application Taking Commences

\_\_\_\_\_

Application Taking Terminates\*

\_\_\_\_\_

All Application Processing Terminated\*\*

\_\_\_\_\_

Closeout/Reports Due to RD\*\*\*

\_\_\_\_\_

\*60 days after date of declaration

\*\*90 days after date of declaration

\*\*\*180 days after date of declaration





ATTACHMENT B

For Immediate Release

Individual and Family Grants Available

to Eligible Disaster Victims

Individuals and families who have necessary expenses or serious needs due to the \_\_\_\_\_ that occurred on \_\_\_\_\_ may be eligible for grants of up to \$5,000 according to Governor \_\_\_\_\_'s announcement today.

The Governor stated that after reviewing the extent of the damage and the amount and type of assistance available, he requested additional assistance from the Federal Government. This additional assistance, known as the Individual and Family Grant Program, will be administered by the State and is 75 percent Federally funded and 25 percent state funded.

The purpose of the grants was described by Governor \_\_\_\_\_ as being designed to meet those necessary expenses or serious needs not covered or fully met by the available local, State, and Federal assistance programs or from other means. He emphasized that disaster victims who have suffered necessary expenses or serious needs due to the disaster should apply for grant assistance immediately at the Disaster Assistance Centers.

The State Department of Public Welfare will be ready to accept grant applications at the centers beginning on \_\_\_\_\_.

ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX J  
Small Business  
Administration



APPLICATION FOR THE  
INDIVIDUAL & FAMILY GRANT PROGRAM

CASE NUMBER	FDAA DR. NO.
DATE	

APPLICANT'S NAME (LAST - FIRST - MIDDLE INITIAL)	SOCIAL SECURITY NO.	CURRENT TEL. NO.
PRE-DISASTER ADDRESS (Street & City)	COUNTY	ZIP CODE
CURRENT ADDRESS (Street & City)	COUNTY	ZIP CODE
DIRECTIONS TO LOCATION		

HOUSEHOLD INFORMATION		<input type="checkbox"/> OWNER	<input type="checkbox"/> RENTER
MEMBERS OF FAMILY			
NAME	AGE	NAME	AGE

INSURANCE INFORMATION (The Following Are Covered By Insurance)				
<input type="checkbox"/> HOUSE	<input type="checkbox"/> VEHICLE	<input type="checkbox"/> PERSONAL PROPERTY	<input type="checkbox"/> MEDICAL DENTAL	<input type="checkbox"/> OTHER
<input type="checkbox"/> NO INSURANCE COVERAGE				

REFERRED TO		
FEDERAL AGENCIES	VOLUNTEER AGENCY	OTHER
<input type="checkbox"/> SBA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FM HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HUD	<input type="checkbox"/>	<input type="checkbox"/>

ASSISTED BY		
FEDERAL AGENCIES	VOLUNTEER AGENCY	OTHER
<input type="checkbox"/> SBA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FM HA	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HUD	<input type="checkbox"/>	<input type="checkbox"/>

ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX J  
Small Business Administration

**STATEMENT OF NECESSARY EXPENSE OR SERIOUS NEED – LIST AND GIVE COST ESTIMATES**

INCLUDE - MEDICAL OR DENTAL, HOUSING, PERSONAL PROPERTY, TRANSPORTATION, FUNERAL EXPENSES.

ITEM	COST	ITEM	COST

**CERTIFICATION**

I certify:

1. that with respect to the specific necessary expense or serious need or portion thereof for which application is made, neither I, nor to the best of my knowledge, any member of my family, has previously received or refused assistance from other means.
2. that should I or my family receive a grant, and assistance from other means later becomes available to meet the necessary expense or serious need, I or my family shall refund to the State that part of the grant for which financial assistance from other means has been received.

I am aware:

1. that any individual who fraudulently or willfully misstates any fact in connection with a request for assistance under PL 93-288 shall be fined not more than \$10,000 or imprisoned for not more than one year or both for each violation.
2. that any individual who knowingly violates any order or regulation under PL 93-288 shall be subject to a civil penalty of not more than \$5,000 for each violation.
3. that whoever knowingly misapplies the proceeds of a grant obtained under Section 408 of PL 93-288 shall be subject to a fine in an amount equal to one and one-half times the original principal amount of the grant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE PANEL USE ONLY**

☐ APPROVED

☐ DISAPPROVED

Comments :

ITEM	DOLLAR VALUE	ITEM	DOLLAR VALUE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Commonwealth of Pennsylvania  
Department of Public Welfare

DISCLOSURE FORM

FDAA DR#

(DATE)

I HEREBY AUTHORIZE ANY FEDERAL, STATE, OR LOCAL GOVERNMENT AGENCY OR DISASTER ASSISTANCE ORGANIZATION TO DISCLOSE TO THE GOVERNOR OF PENNSYLVANIA OR HIS AUTHORIZED REPRESENTATIVE, ALL INFORMATION IN MY CASE FILE EITHER PROVIDED BY ME, OBTAINED COLLATERALLY, OR ORIGINATED BY THE AGENCY OR ORGANIZATION IN CONJUNCTION WITH MY REQUEST FOR DISASTER LOANS OR OTHER FORMS OF DISASTER ASSISTANCE.

(Signature)

PA GP-4- 9/75





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE

**VERIFICATION FORM**  
(To be Attached To and Submitted With Application Form)

Date \_\_\_\_\_ Case No. \_\_\_\_\_ FDAA—\_\_\_\_\_ DR

Applicant \_\_\_\_\_  
Last Name First Name M.I. Social Security Number

I. Verification

The necessary expenses or serious needs will be verified to accurately determine: (1) that the expense or need is disaster related; (2) that assistance from other government programs is not available to meet the expense or need; and (3) that assistance from other means has not been received to meet the expense or need for which grant application has been made.

The verifier is expected to support the findings with documentation and a written summary of the facts.

II. Assistance from Other Means

The agencies which the applicant was referred to or assisted by, as indicated by the application form, have been contacted. The following has been verified:

- ☐ a. No assistance provided to the applicant.
- ☐ b. Assistance provided does not duplicate assistance requested in the grant application.
- ☐ c. Assistance provided is duplicated by assistance requested in the grant application. (Explain in Section IV of this form)

III. Insurance Coverage

- a. The applicant: ☐ has insurance as indicated on the grant application.  
☐ has more insurance than indicated on the grant application.  
☐ has no insurance

- b. Fill in the requested information in this section:

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Type of Insurance Policy

\_\_\_\_\_  
Policy No.

- c. Settlement has been/has not been made.

1. Purpose of settlement  
 2. Total amount settlement \$

IV. Comments (Should be directed toward the serious needs or necessary expenses identified in the application form)

(Use Reverse Side)

PA GP-5 - 9-75





## GUIDANCE IN DETERMINING GRANT AMOUNTS FOR ELIGIBLE CATEGORIES

In determining the amount of the Individual and Family Grant in the eligible categories listed in Section 2205.48 (c) (2) the following guidance is provided:

*Note: Insurance. Any insurance settlements must be considered and grant awards in any category reduced by the amount of the insurance entitlement.*

(c)(2)(i) Medical or Dental. All medical or dental expenses should be verified by the attending physician or dentist as having been made necessary by the major disaster.

(c)(2)(ii) Housing. Any request for a grant under this category should include cost estimates from contractors. The State may establish requirements in terms of the number and level of detail required of such estimates.

(c)(2)(iii)(aa) Clothing. Limited to the number and type of clothing articles essential for the daily needs of the individual.

(c)(2)(iii)(bb) Household Items, furnishings or appliances. Eligible are those items which are essential for the functioning of the household, taking into consideration the size of the family and any other significant consideration.

(c)(2)(iii)(cc) Tools, specialized or protective clothing or equipment which are essential to or a condition of a wage earner's employment.

(c)(2)(iii)(dd) Repair, clean or sanitize any eligible personal property. Any item of personal property that may be eligible for replacement should be repaired, cleaned or sanitized in lieu of replacement, if the State determines such action is economically feasible.

(c)(2)(iv)(aa) Public Transportation. The grant amount should be limited to the period during which this transportation is required, but for a period not to exceed one year from the date of declaration.

(c)(2)(iv)(bb) Private Transportation. The amount of the grant should be based on the particular requirements of the individual or family and may include any type of conveyance common to the society or culture. The State may establish an upper limit on expenditures in this sub-category. In the case of private passenger automobiles, it is recommended that this upper limit approximate the retail cost of a three year old compact automobile. Comparable upper limits should be established for other types of transportation.

(c)(2)(v) Funeral Expenses. In addition to insurance, consideration should be given to benefits available from the Veterans Administration, Social Security Administration, and State agencies when grant amounts are determined.



## SAMPLE APPROVAL LETTER

Case No. \_\_\_\_\_

FDAA DR # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Your application for grant assistance for disaster-related necessary expenses or serious needs as provided by the "Individual and Family Grant Program", has been received and reviewed by the Commonwealth of Pennsylvania Administrative Panel. The Panel has determined that you are eligible for grant assistance. In order to receive the grant, you must sign and return the attached certification indicating your acceptance of the grant and your intent to spend the grant funds for the items or services indicated.

In the event you are not in agreement with the above decision, you have the right to appeal. Requests for appeal must be made in person or in writing to the State Coordinating Officer, State Council of Civil Defense, Room B-151, Transportation and Safety Building, Harrisburg, Pennsylvania, 17120 within \_\_\_\_\_ days of receipt of this letter. Failure to sign and return the certification or appeal the decision may result in your disqualification.

Sincerely,

Attachment



SAMPLE DENIAL LETTER  
FOR  
INDIVIDUAL AND FAMILY GRANTS

FDAA DR # \_\_\_\_\_

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

Your application for grant assistance for disaster-related necessary expenses or serious needs, as provided by the "Individual and Family Grant Program", has been received and reviewed.

The State of Pennsylvania Administrative Panel has determined, after a careful review of your application, that you do not qualify for grant assistance under the provisions of Section 408, Individual and Family Grant Program, Public Law 93-288, the Disaster Relief Act of 1974, for the following reason(s):

In the event you wish to appeal the above decision you must make your request in person or in writing to the State Coordinating Officer at B-151, Transportation & Safety Building, Harrisburg, PA 17120 within \_\_\_\_\_ days of receipt of this letter.

Sincerely,





SAMPLE APPEAL DECISION LETTER

APPROVAL

Case No. \_\_\_\_\_

FDAA DR # \_\_\_\_\_

Dear \_\_\_\_\_:

I have made a careful review of your grant appeal, the decision made by the Commonwealth of Pennsylvania Administrative Panel, and your application and have concluded that you are eligible for grant assistance. In order to receive your grant, you must sign and return the attached certification indicating your acceptance of the grant and your intent to spend the grant funds for the items or services indicated.

Failure to sign and return the certification may result in your disqualification.

Sincerely,

Attachment



Commonwealth of Pennsylvania  
Department of Public Welfare

NEED CERTIFICATION

I certify that application has been made to other available governmental programs for assistance to meet the necessary expense(s) or serious need(s) indicated below and that neither I nor any member of my family has been determined to be qualified for such assistance, or that any assistance received has not satisfied any such necessary expense(s) or serious need(s), I will use the grant funds for the item(s) or service(s) listed below:

<u>Item or Service</u>	<u>Dollar Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Grant Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date

PA GP-3-9/75

SAMPLE APPEAL DECISION LETTER

DENIAL

Case No. \_\_\_\_\_

FDAA DR # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

I have made a careful review of your grant application, the decision made by the Commonwealth of Pennsylvania Administrative Panel, and your appeal. I regret to inform you that I must affirm the decision of the Administrative Panel denying you grant assistance.

Sincerely,







Commonwealth of Pennsylvania  
Department of Public Welfare

CERTIFICATION OF ELIGIBILITY

Individual and Family Grant Program

The following certification is made because of my intention to file an application with the Pennsylvania Department of Public Welfare for a grant to meet disaster-related necessary expenses or serious needs. This certification is made in lieu of obtaining a denial of eligibility for disaster loan assistance from the Small Business Administration.

I, \_\_\_\_\_, certify, on behalf of myself and my family, that the following statements are true and accurate:

1. I/We own no real estate.
2. I/We have suffered only personal property damage.
3. I (and my spouse) am/are unemployed.
4. More than 50% of my/our family's income is derived from welfare payments/social security payments.

In making this certification, I am aware that any individual who fraudulently or willfully misstates any fact in connection with a request for assistance under PL 93-288 shall be fined not more than \$10,000 or imprisoned for not more than one year, or both, for each violation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Full Name & Signature of Interviewer

\_\_\_\_\_  
(Date)

PA-GP-2 - 9-75



Commonwealth of Pennsylvania  
Department of Public Welfare

NEED CERTIFICATION

I certify that application has been made to other available governmental programs for assistance to meet the necessary expense(s) or serious need(s) indicated below and that neither I nor any member of my family has been determined to be qualified for such assistance, or that any assistance received has not satisfied any such necessary expense(s) or serious need(s), I will use the grant funds for the item(s) or service(s) listed below:

Item or Service

Dollar Value

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Grant Amount \$

\_\_\_\_\_

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date

PA GP-3-9/7!

## SAMPLE LETTER

Request by Governor to Participate in  
Individual and Family Grant Program  
(Prior to a Presidential Declaration)Regional Director  
Federal Disaster Assistance Administration\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. \_\_\_\_\_:

Pursuant to my request to the President through you for a major disaster declaration, I hereby request that assistance authorized under Section 408, ("Individual and Family Grant Program") Disaster Relief Act of 1974, be made available.

I have determined that assistance under the Act and from other means will not be sufficient to meet the disaster-related necessary expenses or serious needs of approximately \_\_\_\_\_ disaster victims. This estimate is based on reports provided by \_\_\_\_\_.

In the implementation of this grant program, I certify that the State will implement an approved administrative plan and that the grant program will be made available throughout the major disaster area designated by the Administrator. I have directed \_\_\_\_\_, who will serve as my authorized representative, to maintain close coordination with the Federal Coordinating Officer and to provide him with such reports as he may require.

Total funding for grants to individuals and families under this program is estimated to be \$ \_\_\_\_\_, of which \$ \_\_\_\_\_ (75%) will be the Federal share and \$ \_\_\_\_\_ (25%) will be the State's share. All Federal grant funds and all funds from State sources will be specifically identified in the accounts of the State.

- (a) The State of \_\_\_\_\_ has the authority to expend State funds to implement this program and I hereby certify that funds are available to meet the State's 25 percent share of grants to individuals and families.

"or"

- (b) Since no appropriated funds are available at this time, the State of \_\_\_\_\_ is unable to meet the 25 percent share and I request that this amount be advanced by the Federal Government. In order to repay this advance, I will ask the legislature in (this/the next regular) session for an appropriation of funds, and will repay this advance as soon as funds become available. I anticipate that this advance will be repaid by \_\_\_\_\_ (date).

I agree to return, immediately upon discovery all Federal funds advanced to meet the State's 25 percent share which exceed actual requirements.

Sincerely,

(Governor)



## SAMPLE LETTER

Request by Governor to Participate in  
Individual and Family Grant Program  
(Subsequent to a Presidential Declaration)

Regional Director  
Federal Disaster Assistance Administration

\_\_\_\_\_

\_\_\_\_\_

Dear Mr. \_\_\_\_\_:

Pursuant to the President's major disaster declaration for the State of \_\_\_\_\_  
FDAA DR \_\_\_\_\_, as a result of \_\_\_\_\_, I hereby request that assistance authorized  
under Section 408 ("Individual and Family Grant Programs") Disaster Relief Act of 1974, be made  
available.

I have determined that assistance under the Act and from other means will not be sufficient to meet  
the disaster-related necessary expenses or serious needs of approximately \_\_\_\_\_ disaster  
victims. This estimate is based on reports provided by \_\_\_\_\_.

In the implementation of this grant program, I certify that the State will implement an approved  
administrative plan and that the grant program will be made available throughout the major disaster  
area designated by the Administrator. I have directed \_\_\_\_\_, who will  
serve as my authorized representative, to maintain close coordination with the Federal Coordinating  
Officer and to provide him with such reports as he may require.

Total funding for grants to individuals and families under this program is estimated to be  
\$ \_\_\_\_\_, of which \$ \_\_\_\_\_ (75%) will be the Federal share and \$ \_\_\_\_\_ (25%) will  
be the State's share. All Federal grant funds and all funds from State sources will be specifically  
identified in the accounts of the State.

- (a) The State of \_\_\_\_\_ has the authority to expend State funds to implement this  
program and I hereby certify that funds are available to meet the State's 25 percent share of grants  
to individuals and families.

"or"

- (b) Since no appropriated funds are available at this time, the State of \_\_\_\_\_ is unable to  
meet the 25 percent share and I request that this amount be advanced by the Federal Government.  
In order to repay this advance, I will ask the legislature in (this/the next regular) session for an  
appropriation of funds, and will repay this advance as soon as funds become available. I anticipate  
that this advance will be repaid by \_\_\_\_\_ (date).

I agree to return, immediately upon discovery all Federal funds advanced to meet the State's 25  
percent share which exceed actual requirements.

Sincerely,

(Governor)





ANNEX F  
Temporary Housing

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX J  
Small Business  
Administration



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX F**

**TEMPORARY HOUSING**

**I REFERENCE**

- A. Title 24, Parts 2205.45 and 2205.46, Code of Federal Regulations, FDAA

**II DEFINITIONS**

- A. "Temporary Housing" as authorized under PL 93-288, means accommodations provided by the Federal government for individuals and families made homeless by a major disaster. These accommodations will be limited to the minimum necessary for adequate housing and may include but are not limited to:
1. Unoccupied, available housing owned by the United States.
  2. Unoccupied, available housing units, financed totally or in part with Federal funds, including public housing.
  3. Rental properties.
  4. Mobile homes, or other readily fabricated dwellings.
  5. Transient accommodations, when the nature or duration of the housing requirement does not justify more stable arrangements, as determined by the Regional Director, FDAA.
- B. "Regional Director" means a director of a regional office of the Federal Disaster Assistance Administration.
- C. "Small disasters" means a small or isolated disaster where there is no federal "emergency" determination or "major disaster" declaration.

**III PROGRAM DESCRIPTION**

- A. The following are regulations established by reference A above for temporary housing assistance authorized by a Presidential Declaration of Major Disaster under Public Law 93-288:
1. Temporary Housing –
    - a. May be provided, either by purchase or lease, for those who, as a result of a major disaster, require temporary housing. This assistance may be made available to those disaster victims who as a result of a major disaster (or emergency) require temporary housing for reasons including but not limited to the following:
      - (1) Physical damage to the dwelling to the extent that it has been rendered uninhabitable.

- (2) The dwelling has been determined uninhabitable as a result of the disaster by an authorized government entity requiring evacuation of an area. This does not include subsequent condemnation for redevelopment of an area following a disaster.
  - (3) Impeded access to the dwelling which cannot be quickly alleviated by debris removal even though the structure may be unharmed.
  - (4) Extended interruption of essential utilities sufficient to constitute a health hazard.
  - (5) Eviction from residence by the owner because of the owner's personal need for housing as a direct result of the major disaster.
  - (6) Eviction from residence by owner because of a financial hardship which is a direct result of the disaster.
  - (7) Other such circumstances which the Regional Director determines to require temporary housing.
- b. Utility use costs which are normally paid by the owner or occupant will not be paid by the Federal Government. In those cases where the Federal Government becomes the guarantor for utility services not metered separately, each recipient will be assessed a monthly allowance equivalent to the prorata costs of utilities services.
  - c. A disaster victim is expected to accept the first adequate housing offered. Refusal by the applicant to accept such accommodations may result in his forfeiture of eligibility for temporary housing assistance.
  - d. Any mobile home or readily fabricated dwelling shall be placed on a site complete with utilities provided either by the State or local government, or by the owner or occupant of the site who was displaced by the major disaster, without charge to the United States. The Administrator may authorized installation of essential utilities at Federal expense and he may elect to provide other more economical or accessible sites when he determines such action to be in the public interest.
  - e. Temporary housing will not be made available to those individuals or families with insurance coverage except as provided under Section 2205.45 of Reference A., above.
  - f. Temporary housing shall not be made available to any person or family for use as a vacation or recreational residence.
  - g. The period of eligibility for occupancy in a temporary housing shall be determined on the basis of need. Each occupant shall attempt to find adequate alternate housing at the earliest possible time. Each occupant's eligibility for continued occupancy shall be recertified no less frequently than every 90 days. No rent shall be charged for the first 12 months. Thereafter, if no adequate alternate housing exists, rent shall be established based on the fair market value of the accommodations being furnished. Such rent shall be adjusted to take into consideration the financial ability of the occupant.
  - h. Temporary housing assistance may be terminated on 30 days written notice after which the occupant may be liable for additional charges as the Regional Director may deem appropriate. Termination of temporary housing assistance to an occupant may be for reasons including, but not limited to, the following:



(1) Failure on the part of the occupant to utilize or maintain the housing in the manner normally expected of a tenant.

(2) Adequate alternate housing is now available.

(3) Failure on the part of the occupant to pay rent, utilities or other appropriate charges or to reimburse the Government as required.

(4) Determination that the temporary housing assistance was obtained through misrepresentation or fraud.

i. Termination of temporary housing assistance may be in the form of eviction or termination of financial assistance. The occupant may appeal a termination notice to the Regional Director.

j. Any temporary housing acquired by governmental purchase may be sold directly to individuals and families who are occupants for their use as permanent housing. Such sales shall be at prices that are fair and equitable, as determined by the Regional Director.

2. In lieu of providing other types of temporary housing listed in this Annex (Definitions, above), expenditures may be made to repair or restore to a habitable condition owner-occupied private residential structures made uninhabitable by a major disaster, which are capable of being restored quickly to a habitable condition with minimal repairs. No assistance provided under this section may be used for major reconstruction or rehabilitation of damaged property.

3. The Administrator, FDAA, is authorized to provide assistance in the form of mortgage or rental payments made on behalf of individuals and families who, as a result of financial hardship caused by a major disaster, have received written notice of dispossession or eviction from a primary residence by reason of foreclosure of a mortgage or lien, cancellation of a contract of sale, or termination of a lease, entered into prior to the disaster. Such assistance shall be provided for a period of not to exceed one year or for the duration of the period of financial hardship, whichever is the lesser.

4. In the absence of a Presidential Declaration of a major disaster, the American National Red Cross will provide emergency housing for individuals and families whose homes have been made uninhabitable up to thirty days following a disaster or until other resources are available to meet the need.

Refer to Annex C for other emergency housing programs.

#### IV RESPONSIBILITIES

A. The State Department of Community Affairs is assigned the following responsibilities in connection with temporary housing assistance:

1. Surveying the housing situation within the disaster areas, determining remaining available housing resources, emergency temporary housing requirements, and proposed temporary housing sites.

2. Developing a plan for providing necessary temporary housing and, if necessary, produce a formal request for assistance. The request will be made through the State Coordinating Officer to the Regional Director, FDAA.

3. Coordinating with the Department of Housing and Urban Development (HUD) in providing Federal temporary housing assistance when authorized under Public Law 93-288.

## V PROCEDURES

- A. Emergency shelter is normally provided by the American Red Cross and other voluntary relief organizations. Federal or State temporary housing assistance will be provided only at such time as these organizations are not providing it, or their commitment in accordance with existing mutual agreements between the volunteer organizations and FDAA have been fulfilled.
- B. Whenever a Major Disaster is declared by the President and temporary housing is needed, the Department of Community Affairs Emergency Representative to the State Council of Civil Defense will so advise the State Coordinating Officer.
- C. The Secretary, Department of Community Affairs will appoint a representative and establish a headquarters for temporary housing assistance near the disaster area. The Department of Community Affairs representative will be located in the Disaster Assistance Center if one has been established in the disaster area.
- D. The Department of Community Affairs representative will coordinate with representatives of the State Council of Civil Defense, the State Department of Public Welfare, the American Red Cross, and local Civil Defense Directors to identify potential recipients of housing assistance.
- E. The Department of Community Affairs representative will identify and designate rental units or mobile home sites. This will include delivery of mobile homes and site preparation where necessary.
- F. The Department of Community Affairs representative will assist persons located in temporary housing in arranging for permanent housing, including rehabilitation, purchase or relocation.

ANNEX K  
USDA Emergency  
Board

ANNEX G  
Unemployment Assistance

ANNEX H  
Legal Services

ANNEX I  
Crisis Counseling

ANNEX J  
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**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX G**

**UNEMPLOYMENT ASSISTANCE**

**I REFERENCE**

- A. Section 407, Public Law 93-288.

**II SITUATION**

- A. The impact of a major disaster may disrupt businesses in the affected area to the extent that jobs are temporarily or permanently suspended, leaving numerous persons in and around the area, unemployed.
- B. Disaster unemployment assistance is authorized only for individuals unemployed as a result of a major disaster who do not qualify under the regular Unemployment Assistance Program. This assistance is provided as long as the unemployment caused by the major disaster continues or until the individual is reemployed in a suitable position, but no longer than one year after the major disaster was declared. The amount of assistance may not exceed the maximum weekly amount authorized under the State Unemployment Compensation Law.

**III RESPONSIBILITIES**

The Secretary, Department of Labor and Industry is responsible for manpower resources for the purpose of recovery from a disaster and for the restoration of essential industry and facilities. Responsibilities include, but are not limited to:

- A. Recruitment and utilization of the labor force.
- B. Surveying manpower resources and requirements.
- C. Identification of areas and occupations of labor shortages and supply.
- D. Reemployment assistance to individuals unemployed as a result of disaster.
- E. Payment of unemployment compensation to eligible individuals who are unemployed as a result of a disaster.

**IV CONCEPT OF OPERATIONS**

- A. The Secretary, Department of Labor and Industry will monitor the unemployment situation within a disaster area to ensure that unemployment needs are recognized and met. The Department will undertake a survey of the unemployed and, when appropriate, arrange with the Federal Department of Labor to provide disaster unemployment assistance.
- B. The request for Federal assistance will be prepared by the Department of Labor and Industry utilizing a specialized Project Application. The project application will describe the need for assistance and specify the type and amount of assistance requested.



- C. The Project Application will be sent to the State Coordinating Officer who will review it and forward it to the Governor for approval. The application will then be sent to the Regional Director, FDAA, for Federal approval.
- D. When Federal approval is granted, the Department of Labor and Industry will initiate and operate the Disaster Unemployment Assistance Program in accordance with this plan and the Department's Emergency Standard Operating Procedures established in Department of Labor and Industry Memo No. 76-110-3 of May 26, 1976.

## V PROCEDURES

- A. Applications for disaster unemployment or reemployment assistance to individuals who become unemployed as a result of a major disaster will be received at Disaster Assistance Centers when established. Otherwise, applications for this assistance will be taken in any of the local Bureau of Employment Security offices located in or near the disaster area.
- B. Initial applications for disaster unemployment assistance must be filed within 30 days after the date of the announcement that individuals who are unemployed as the result of such major disaster may be entitled to disaster unemployment assistance. The 30-day period begins the day after the date of the announcement with respect to the disaster which is, or was, the cause of the individual's unemployment for which the application is made.
- C. Application filed more than 30 days after the date of the announcement, but less than one year after the date of the announcement, may be accepted, however, no disaster unemployment assistance will be paid to any individual unless good cause for the delay is found by the local office.

## VI ELIGIBILITY

- A. Persons who are not eligible for regular unemployment assistance may qualify to receive disaster unemployment assistance under the following conditions:
  - 1. Worked or were scheduled to work in the disaster areas, either for themselves or for other employers, but, because of the disaster, they no longer had a job, or no longer had a place to work in the area, or they could no longer get to their place of work because of the disaster damage.
  - 2. Lived in the major disaster area and were unable because of damage to get to the place where they worked in another area.
  - 3. Were prevented from going to work by an injury or illness that resulted from the disaster.
  - 4. Became head of a household and needed a job because the head of the household died as a result of the disaster; or
  - 5. Had completed school or training for work 10 weeks prior to the disaster but could not find a job because of the disaster.
- B. Individuals who work for another or are self-employed in the disaster area and who, as a direct result of the disaster, are prevented from working because necessary materials, supplies, or personnel cannot reach their place of work are considered unemployed as a result of the disaster, and are eligible for assistance.

## VII MISSION

Local offices of the Bureau of Employment Security in disaster areas have a primary mission to make every possible effort to help those seeking reemployment on either a temporary or permanent basis to find suitable work. Their wide knowledge of employer needs in the immediate or adjoining area will enable them to contact immediately all sources where jobs might be available. Through the use of inter-area clearance procedures, knowledge about job openings anywhere in the State will be instantly at hand and arrangements for employer representatives to visit the area to recruit workers can be made. Work registrations will be taken to afford broad exposure to every potential job prospect for workers forced out of work by disaster.



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ANNEX L  
Timber Removal

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**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX H**

**LEGAL SERVICES**

**I REFERENCE**

- A. Section 412, Public Law 93-288

**II SITUATION**

- A. The impact of a major disaster on low-income individuals may require that they be provided advice and assistance in legal matters such as contracts for services or claims for payment which cannot be met.
- B. Federal requirements imposed on the Governor's Authorized Representative in requesting and administering Federal disaster assistance under PL 93-288 may necessitate legal advice in the preparation of emergency legislation, proclamations and agreements.
- C. The Department of Justice, through the Attorney General, will provide the necessary legal services in response to the situations described above.

**III LEGAL SERVICES TO INDIVIDUALS**

- A. The Department of Justice, through State and local bar associations, will provide necessary legal services to disaster victims.
- B. In providing the above service, the Department of Justice will observe the needs for legal services in the disaster area to assure that adequate advice is available. If problems are detected, the Department, along with the local or county agency having jurisdiction, should undertake a survey of the legal problems of low-income persons in the stricken area and develop and implement a program to provide the necessary assistance.

**IV LEGAL SERVICES TO THE COMMONWEALTH**

- A. The State Department of Justice will provide advice and assistance to the Governor, Lieutenant Governor, the State Council of Civil Defense, and to all other Commonwealth Departments and Agencies engaged in emergency or relief operations.
- B. Requests for such legal advice and assistance may emanate from any of the above persons or organizations and will be made directly to the Attorney General. The Attorney General will notify and involve as many attorneys or resources as necessary to speed an immediate response to the request for emergency legal assistance.

**V SURVEILLANCE AND INVESTIGATION**

- A. The Office of Civil Law will provide surveillance and investigation, or assistance in the surveillance and investigation, of potential and reported theft or fraud associated with financial disaster assistance, utilizing the Office of Criminal Law and the Bureau of Investigations.

- B. Based on the magnitude of the disaster or emergency, the Director of Criminal Law is authorized to direct the participation of the Crime Commission and the Office of Drug Law Enforcement in meeting the investigative and surveillance requirements.

## **VI CONSUMER PROTECTION**

- A. The Bureau of Consumer Protection will be responsible for assuring effective consumer protection during disaster or emergency situations, particularly during the recovery phases thereof.

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ANNEX L  
Timber Removal

ANNEX M  
Emergency Food  
Stamps

ANNEX I  
Crisis Counseling

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Administration



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX I**

**CRISIS COUNSELING**

**I REFERENCE**

- A. Section 413, Public Law 93-288, Disaster Relief Act of 1974

**II PROGRAM DESCRIPTION**

- A. Federal — The FDAA Administrator is authorized, pursuant to Section 413 of the Disaster Relief Act of 1974, to allow financial assistance to State or local agencies or private mental health organizations to provide professional counseling services to victims of major disasters, or training of disaster workers in order to relieve mental health problems, caused or aggravated by such disasters.
- B. State — The Commonwealth of Pennsylvania will provide mental health counseling and training through its established State and local institutions and through other private mental health institutions as determined by the Office of Mental Health of the Department of Public Welfare.

**III ELIGIBILITY**

Victims of a major disaster unable to respond normally after mental shock due to a sudden loss of family or property after a violent disruptive experience.

**IV DEFINITIONS**

- A. Crisis Counseling — Psychiatric or psychological services to victims of major disaster to help overcome a condition of mental shock or emotion and return to normal community life.
- B. Crisis Counseling Training — A program of psychiatric or psychological training to induce a victim of major disaster mental shock or despair to return to active normal community work and life.

**V RESPONSIBILITIES**

- A. The State Department of Public Welfare is assigned the following responsibilities in connection with crisis counseling training:
1. Surveying the mental health conditions of the population in the disaster area and evaluating the type and extent of crisis counseling required.
  2. Designing and implementing a specific program to provide counseling.
  3. Submitting a request for Federal assistance, if required. The request will be made through the State Coordinating Officer to the Regional Director, FDAA.



- B. The State Department of Health is responsible for providing any necessary facilities, technical advice, and personnel to support and assist the Department of Public Welfare in carrying out this program.

## VI TASKS

State Mental Hospitals and State Schools and Hospitals listed in Appendix 1 will:

- A. Develop disaster preparedness training and recording procedures.
- B. Prepare internal emergency plans or standard operating procedures (SOP) to include:
  - 1. Provision to feed and house staff personnel, volunteer workers and disaster victims.
  - 2. Alerting and warning of staff personnel and volunteer workers.
  - 3. Transmitting emergency information to the Office of Mental Health and to the State Council of Civil Defense through the County Civil Defense Director.
  - 4. Establishing lines of succession of key emergency personnel.
- C. Support and assist other State and Federal agencies in other work according to the capacity of the institutional capabilities for emergency operations.
- D. Assist localities in development of crisis counseling provisions of their emergency plans and in disaster response in relation with State and Federal agencies.
- E. Inform local individuals, local officials, and businesses of authorized disaster crisis counseling assistance and procedures to obtain such assistance.
- F. Coordinate with local Institutions of Higher Learning, Mental Health Associations and with National Institute of Mental Health and maintain record of volunteer workers skilled enough to assist with crisis counseling in a disaster.

## VII PROCEDURES

- A. The Department of Public Welfare (Office of Mental Health) will provide crisis counseling assistance and training in the event of a major disaster under the authority cited in reference I.A. above.
- B. When advised by the Governor or the Office of Mental Health that a major disaster exists, the Director of a Mental Hospital or State School and Hospital shall establish liaison with the County Civil Defense Director and make his institution available for relief assistance.
- C. When requested by a local government, the Director or his assistant shall determine, to his satisfaction, that an emergency exists and dispatch notice to the State Council of Civil Defense and the Office of Mental Health and make his institution available and furnish relief assistance. During relief activities, he shall maintain liaison with local governments and the County Civil Defense Director, and provide whatever emergency mental health services his institution can render.
- D. The Director of a mental hospital shall take such action required to furnish maximum service within the capacity of his institution by establishing emergency procedures and calling on assisting State agencies and the American National Red Cross, Salvation Army, the Mennonite Disaster Service, as required, to assist in rendering crisis counseling assistance and training to emergency or major disaster victims.

- E. The Director of a mental hospital may avail himself of the assistance of the Pennsylvania Department of Health and erect portable emergency hospitals on the grounds of his institution or make available his facilities to other local, State or Federal agencies subject to the emergency rules and regulations of that institution.
- F. The Director will avail to his institution, use of all Federal programs and keep accurate records of victims and treatments in order to support applications for Federal assistance in accordance with instructions received from the State Council of Civil Defense.
- G. The Office of Mental Health will assign trained counselors to Disaster Assistance Centers, when established in a major disaster, to render on-the-spot assistance to disaster victims who evidence emotional strain or problems, and for referral, if required, to an appropriate mental health institution for follow-up treatment or admittance.

## VIII ORGANIZATION

- A. Organization of mental health institutions for emergency crisis counseling and training will be in accordance with Annex F of the Department of Public Welfare Disaster Operations and Assistance Plan.
- B. Mental Health Institutions may ask and receive assistance from other Mental Health and Mental Retardation Institutions in regions other than the region in which they are located.

## APPENDIX

List of Pennsylvania State Mental Hospitals and State Schools and Hospitals



## APPENDIX 1 TO ANNEX I

### STATE MENTAL HOSPITALS

Allentown State Hospital  
(Lehigh County)  
Allentown 18103  
215-821-6211

Clarks Summit State Hospital  
(Lackawanna County)  
P.O. Box 88, Scranton 18501  
717-586-2011

Danville State Hospital  
(Montour County)  
Danville 17821  
717-275-7011  
Network: (457)7111

Dixmont State Hospital  
(Allegheny County)  
Sewickley 15143  
412-761-1780

Embreeville State Hospital  
(Chester County)  
Coatesville 19320  
215-486-0800

Fairview State Hospital  
(Wayne County)  
Waymart 18472  
717-488-6111

Harrisburg State Hospital  
(Dauphin County)  
Harrisburg, 17105  
717-787-9555

Haverford State Hospital  
(Delaware County)  
3500 Darby Rd. at College Ave.  
Haverford 19041  
215-525-9620

Hollidaysburg State Hospital  
(Blair County)  
Hollidaysburg 16648  
814-695-9831

C. Howard Marcy State Hospital  
(Allegheny County)  
Highland Dr., Pittsburgh 15206  
412-665-2000  
Network Info: (657)2000

Mayview State Hospital  
(Allegheny County)  
Bridgeville 15017  
412-343-2700  
Network Info: (623)6011

Norristown State Hospital  
(Montgomery County)  
Norristown 19401  
215-631-2000

Philadelphia State Hospital  
(Philadelphia County)  
14000 Roosevelt Blvd., Phila. 19114  
215-671-4000  
Network Info: (373)4149

Retreat State Hospital  
(Luzerne County)  
Hunlock Creek 18621  
717-735-6700  
Network: (493)7011

Somerset State Hospital  
(Somerset County)  
Somerset 15501  
814-445-6501

Torrance State Hospital  
(Westmoreland County)  
Torrance 15779  
412-459-8000

Warren State Hospital  
(Warren County)  
P.O. Box 249, Warren 16365  
814-723-5500

Wernersville State Hospital  
(Berks County)  
Wernersville 19565  
215-678-3411

Woodville State Hospital  
(Allegheny County)  
Carnegie 15106  
412-923-1500

## STATE SCHOOLS AND HOSPITALS

Cresson State School and Hospital  
(Cambria County)  
Cresson 16630  
814-886-8111

Eastern State School and Hospital  
(Bucks County)  
3740 Lincoln Highway  
Trevose 19047  
215-671-4000  
Network Info: (373)3474

Ebensburg State School and Hospital  
(Cambria County)  
R.F.D. 1, Ebensburg 15931  
814-472-7350

Hamburg State School and Hospital  
(Berks County)  
Hamburg 19526  
215-562-7511  
Network Info: (424)3011

Laurelton State School and Hospital  
(Union County)  
Laurelton 17835  
717-922-3311  
Network Info: (484)1011

Pennhurst State School and Hospital  
(Chester County)  
Spring City 19475  
215-948-3500  
Network Info: (332)2011

Polk State School and Hospital  
(Venango County)  
Polk 16342  
814-432-3171

Selinsgrove State School and Hospital  
(Snyder County)  
Selinsgrove 17870  
717-374-2911

Southeastern State School and Hospital  
(Philadelphia County)  
2900 Southampton Road  
Philadelphia 19154  
215-671-5000

Western State School and Hospital  
(Washington County)  
333 Curry Hill Road,  
Canonsburg 15317  
412-745-0700

White Haven State School and Hospital  
(Luzerne County)  
White Haven 19661  
717-443-9564



ANNEX K  
USDA Emergency  
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ANNEX L  
Timber Removal

ANNEX M  
Emergency Food  
Stamps

ANNEX N  
Community Disaster  
Loans

ANNEX J  
Small Business  
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**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX J**

**SMALL BUSINESS ADMINISTRATION (SBA)**

**PHYSICAL DISASTER LOAN PROGRAM**

**I REFERENCE**

- A. Section 7 (b) (1), Small Business Act, as amended.

**II PURPOSE**

- A. The purpose of this Annex is to provide information on Small Business Administration (SBA) Programs; outline criteria for recommending an SBA Disaster Declaration, and list provisions which apply to loans requested and made in communities declared to be a disaster area by the Small Business Administration or declared a major disaster by the President.

**III PROGRAM DESCRIPTION**

- A. The Small Business Administration is authorized to make or guarantee loans where necessary or appropriate to home owners who are victims of natural or man-made peacetime disasters to rehabilitate or replace damaged or lost property. Appendix 1 to this Annex outlines features of the SBA Home Loan Program.
- B. The SBA is also authorized to make or guarantee loans where necessary or appropriate to a small business concern located in an area declared to be a major disaster area by the President or declared to be a natural disaster area by the Secretary of Agriculture, or physical disaster area declared by the SBA, if SBA determines that the concern has suffered substantial economic injury as a result of such disaster. Appendix 2 outlines the features of the SBA Business Loan Program.

**IV USE OF PROCEEDS OF LOAN**

- A. An SBA disaster loan may not exceed the actual tangible loss suffered by the disaster victim (except to the extent of permitted debt refinancing) less any recovery from insurance or other sources, such as a Red Cross grant, a State grant, permanent mini-repairs, etc. SBA is required by statute to determine that the funds are used appropriately, and will require the borrower to furnish evidence thereof. Any funds disbursed but not used as intended to restore property to pre-disaster condition must be returned to SBA, and will be applied to the principal balance of the note.
- B. Legislation provides that “whoever wrongfully misapplies the proceeds of a loan shall be civilly liable to the SBA Administrator in an amount equal to one-and-one-half times the original principal amount of the loan.” Also, falsification of an application or false certification of use of proceeds may subject the applicant to criminal penalties.

## V GENERAL PROVISIONS

- A. All types of damage to real estate and personal property resulting from physical disasters are eligible for SBA disaster loans if an area has been declared a disaster area, unless the disaster victim would normally be eligible for emergency assistance from the Farmers Home Administration or another Federal agency. A disaster loan may, in appropriate cases, be used to repay temporary financing obtained after the disaster, but prior to approval of the SBA loan, to start rehabilitation work.
- B. The Flood Disaster Protection Act of 1973 (PL 93-234) requires that all Federal lending agencies make mandatory the purchase of Federal Flood Insurance when loan proceeds are used for construction or acquisition of property as follows:
  - 1. Effective for all loans approved on or after March 2, 1974, to borrowers located in communities identified as having areas of special flood hazard by the Federal Insurance Administration (FIA), AND are located within the boundaries of the special flood hazard area delineated on an FIA map, AND FIA flood insurance is available.
  - 2. Effective for all loans approved on or after July 1, 1975, (or 1 year after the date of FIA's identification of the special flood hazard area, whichever is later) if the borrower is located in the special flood hazard area. If the borrower's community is not participating in the program and, therefore, flood insurance cannot be purchased, the loan must be declined for policy reasons - - "The required flood insurance is not available."

## VI ELIGIBILITY

- A. The following criteria has been established for recommending SBA Disaster Declaration:
  - 1. At least 25 homes or five businesses, or a combination of at least 25 eligibles in any county or other political subdivision collectively have sustained uninsured loss averaging 25 percent or more of their estimated fair replacement value; or
  - 2. At least three businesses have sustained uninsured loss averaging 25 percent or more of their fair replacement value and as a result, 25 percent of the work force in the community would be unemployed for at least 90 days as a direct result of the physical damage; or
  - 3. At least 200 homes or 40 business concerns or a combination of 200 eligibles in any county or other political subdivision collectively have suffered any loss as a direct result of a physical type disaster.
- B. There may be cases where an affected jurisdiction may not meet any of the above criteria. However, an adjacent jurisdiction may have sufficient damage to qualify. This isolated damage could then be considered under an adjacent area provision.

## VII PROCEDURES

- A. Requests for disaster declarations (either Presidential Declarations or SBA Declarations) will be made by the Governor to:

Regional Director  
Small Business Administration  
1 Decker Square, Suite 646 – West Lobby  
1 Bala Cynwyd Plaza  
231 St. Asaphs Rd.  
Bala Cynwyd, Pennsylvania 19004

- B. Damage surveys will not normally be conducted by SBA until a request for a survey is received from FDAA (Presidential) or until SBA is notified that the Governor has requested an SBA declaration.
- C. All SBA declarations will be for specifically identified counties, and will also include adjacent affected areas. Adjacent areas include only counties within the state for which the declaration is made and do not extend beyond state lines.

## APPENDICES

- 1. Physical Disaster Loan Program – Home Loans
- 2. Physical Disaster Loan Program – Business Loans





**APPENDIX 1 TO ANNEX J**  
**PHYSICAL DISASTER LOAN PROGRAM**  
**HOME LOANS**

**I GENERAL**

The following provisions apply to loans requested and made in communities declared to be a disaster area by the Small Business Administration or declared a "major Disaster" by the President.

**II PURPOSE OF LOAN**

Disaster loans may be made for the repair, rehabilitation, or replacement of property damaged or destroyed, that is not covered by insurance, or otherwise compensated for, without regard to whether the required financial assistance is available from private sources. This covers both personal and real property.

**III FINANCIAL ASSISTANCE AVAILABLE**

- A. The maximum that SBA can lend to repair physical damage to a home and its contents is the amount of damage incurred, less any insurance or other recovery. In no case may loans to repair physical damage to homes exceed \$50,000. In addition, SBA may lend up to a maximum of \$10,000 to repair or replace household goods and personal property. However, the maximum that SBA can lend one borrower for both purposes may not exceed \$55,000 plus eligible refinancing.
- B. SBA disaster loans may be used to upgrade a home ONLY when required by applicable codes or ordinances, or to meet reasonable standards of decency, safety, and sanitation. In most cases funds will not be provided by SBA which will increase the size or capacity of any structure. All items of personal property are eligible except those of a luxury nature.

**IV LOAN TERMS**

Loans may be made for any period up to 30 years. However, maturities are limited to the term necessary, based upon applicant's ability to repay. The interest rate will be based on the average annual interest rate on all interest bearing obligations of the United States.

**V MORTGAGE REFINANCING**

When the disaster damage is 30 percent or more of the pre-disaster fair market value of a home, prior mortgage on the damaged real estate may be refinanced. The amount of refinancing allowed cannot exceed the amount of physical loss sustained, up to a maximum dollar amount of \$50,000. This amount of refinancing is in addition to the \$55,000 maximum disaster loan. Refinancing is available only when the property is to be restored or replaced.

**APPENDIX 2 TO ANNEX J**  
**PHYSICAL DISASTER LOAN PROGRAM**  
**BUSINESS LOANS**

**I GENERAL**

The following provisions apply to loans requested and made in communities declared to be a disaster area by the Small Business Administration or declared a “major disaster” by the President.

**II PURPOSE**

Loans may be for repair, rehabilitation or replacement of property damaged or destroyed that is not covered by insurance or otherwise compensated for, without regard to whether or not the required financial assistance is otherwise available from private sources. This covers real property, machinery and equipment, fixtures and inventory for businesses of any size, churches, charitable and non-profit institutions.

**III FINANCIAL ASSISTANCE AVAILABLE**

SBA may approve business disaster loans up to \$500,000 directly, or as SBA’s share of a loan in participation with another lender. SBA may also approve a guarantee of up to 90 percent of a commercial bank loan to restore disaster damage, in addition to the \$500,000 direct loan. The loan may be used to upgrade a business property only when upgrading is required by applicable codes or ordinances. Funds will not normally be provided to increase the size or capacity of any business facility.

**IV LOAN TERMS**

Business disaster loans may be made for any period up to 30 years, depending upon the amount and type of loan. However, maturities are limited to the period necessary based upon applicant’s ability to repay. The interest rate will be based on the average annual interest rate on all interest bearing obligations of the United States.

**V REFINANCING**

When the disaster damage is 30 percent or more of the pre-disaster value, refinancing of business real estate mortgages may be authorized up to the amount of physical loss sustained on the property. Refinancing is available only when the property is to be restored or replaced. The amount of refinancing is included in the \$500,000 maximum stated above.

**VI MAJOR EMPLOYERS**

Under Section 237 of the 1970 Disaster Relief Act, SBA may make long-term, low-interest loans to non-agricultural enterprises, regardless of size, which are major sources of employment in stricken areas and have substantially ceased operations as a result of the disaster. There is no limitation on the size of loans made under Section 237. The interest rate is based upon a formula set by the Secretary of the Treasury.

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ANNEX L  
Timber Removal

ANNEX M  
Emergency Food  
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ANNEX N  
Community Disaster  
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ANNEX O  
Debris Removal





**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX K**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
EMERGENCY BOARD**

**I PURPOSE**

The purpose of this Annex is to provide information on U. S. Department of Agriculture Disaster Assistance Programs and the role of the State USDA Emergency Board in coordinating these programs.

**II SITUATION**

- A. The U. S. Department of Agriculture renders many types of assistance in emergencies caused by natural disasters. Appendix 1 outlines the USDA Assistance which may be available with or without a declaration of a major disaster by the President. Appendix 2 outlines additional disaster assistance that may be available following a major disaster declaration of Presidentially determined emergency.
- B. The nature and scope of the disaster determines which of the types of disaster assistance are possible and which will be authorized. National level natural disaster programs are the responsibility of Department of Agriculture agencies. They are coordinated at State level by the Chairman, USDA State Emergency Board.

**III ORGANIZATION AND FUNCTIONS**

- A. The United States Department of Agriculture State Emergency Board consists of representatives of the Department's eight major field agencies with field staffs as indicated below.
  - 1. Executive Director, State Agricultural Stabilization and Conservation Service — Chairman
  - 2. State Director, Cooperative Extension Service
  - 3. State Director, Farmers Home Administration
  - 4. Representative, Animal and Plant Health Inspection Service
  - 5. Representative, Forest Service
  - 6. State Conservationist, Soil Conservation Service
  - 7. Representative, Agriculture Marketing Service
  - 8. State Statistician, Statistical Reporting Service

- B. The USDA State Emergency Board is the focal point of information for advice from the United States Department of Agriculture agency representatives and will assist in the exchange of information between United States Department of Agriculture and other government agencies which have need for information.
- C. In the event of a major natural disaster declared by the President, the State USDA Emergency Board will achieve maximum coordination of activity among agencies involved.
- D. A function of the State USDA Emergency Board is to examine facts and recommend for or against activation or termination of available programs on merits of the situation. This is an advisory body and has no responsibility for policy or administration of programs.

#### IV CONCEPT OF OPERATIONS

##### A. Warning – Preparedness

The chairman of the Emergency Board is to be contacted to alert the United States Department of Agriculture agencies that may be concerned with impending emergency. A line of succession is established in the event the chairman is unavailable.

- B. The State Council of Civil Defense Emergency Operations Center should relay warnings of impending natural disaster to:

Chairman  
United States Department of Agriculture  
Emergency Board (Pennsylvania)  
228 Walnut Street  
Harrisburg, Pa. 17101

Phone: Office – 717-782-4575  
Home – 717-782-4547

In his absence:

Secretary

Phone: Office – 717-782-4575  
Home – 717-782-4559

##### C. Operations – During Emergency

1. The various agencies will make such plans as may be indicated for relief following warning of an impending disaster. For example, alerting sources of surplus food both for human and livestock consumption and the transportation resources available for delivery of such food.
2. The United States Department of Agriculture State Emergency Board will render assistance in estimating extent of damage to support a decision for a Presidential declaration of an emergency.

##### D. Recovery

1. The various United States Department of Agriculture agencies responsible for post-emergency assistance noted above have been created for emergency conditions and will initiate action upon realization of an emergency where statutory powers apply. No further guidance or motivation from Emergency Operations Center will be required.

E. Where to Apply for USDA Assistance:

1. The Agricultural Extension Service will advise the rural community by various means of communications the extent of assistance and type of relief available and how they may be obtained.
2. If FDAA establishes a Disaster Assistance Center in the local disaster area(s), the Chairman, USDA State Emergency Board will select a qualified person to represent the USDA at each center.
3. In the event a Disaster Center is not established, USDA has offices in every county. In many counties, all USDA agencies are at a central location, and, except for the types of assistance described below, any local USDA agency office can either take the application for approved help or direct the person to the nearest office of the USDA agency providing the service.
  - a. Disaster victims able to prepare foods and serve them as a family unit should go to the local city or county welfare office for certification of eligibility for food stamps.
  - b. For fire fighting aid on private lands, contact the nearest Federal or State Forestry Office or local fire department. If they cannot handle the fire, they will request help.
  - c. For assistance for Indian tribes, the Bureau of Indian Affairs handles all requests.
  - d. Electric and telephone borrowers should contact Rural Electrification Administration in Washington directly.

**APPENDICES:**

1. USDA Assistance Available With or Without a Major Disaster Declaration
2. Additional USDA Assistance Available Following a Major Disaster or Emergency Declaration





## APPENDIX 1 TO ANNEX K

USDA ASSISTANCE AVAILABLE WITH OR WITHOUT  
A DECLARATION OF A MAJOR DISASTER BY THE PRESIDENT

## I AGRICULTURAL MARKETING SERVICE

The Agricultural Marketing Service can assist in obtaining freight rate reductions to facilitate the movement of feed supplies to areas affected by natural disasters or in the movement of livestock from such areas to other areas where adequate pasture or forage exists.

## II AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

The Agricultural Stabilization and Conservation Service can provide assistance as follows through:

A. Approved Disaster Area Programs

An approved disaster area is one that is recommended by the county and State ASC Committees, and approved by the Secretary of Agriculture.

1. Reduced Price Livestock Feed

Commodity Credit Corporation feed grain sold at reduced prices to eligible farmers for eligible livestock. Governor's certification needed before program is implemented.

2. Emergency Conservation Measures

Emergency conservation payments up to 80 percent of the cost to farmers and ranchers (no Governor's certification needed) for the following:

- (a) Emergency conservation measures to control wind erosion on farm lands.
- (b) Rehabilitation of farm lands damaged by natural disaster.
- (c) Replacement of fencing destroyed by natural disasters.

B. Regular ASCS Programs

The following regular ASCS programs do not require official disaster area approval before assistance can be provided:

1. Adjustments in Regular Programs

Some regular programs include specific procedures for natural disaster aid such as payments to wheat, feed grain, and cotton growers when planting is prevented or yields are abnormally low.

2. Grazing and Haying

Seasonal grazing or haying may be authorized on set-aside and CAP acreage retired from the production of annual program crops. Temporary grazing on such acreage as a result of sudden disaster, such as a flash flood, may be approved at no charge to the farmer or



rancher. Governor's certification and approval by State ASC Committee needed before program is implemented in an area.

### 3. Indian Acute Distress Donation Programs

Commodity Credit Corporation feed grains may be donated to Indian tribes for livestock feeding following a request by the Department of the Interior and approval by the Secretary of Agriculture based on chronic acute distress of needy members of an Indian tribe intensified due to severe drought, flood or other catastrophe.

### 4. Migratory Wildfowl Feeding

Commodity Credit Corporation grain may be donated to the Department of the Interior for feeding migratory wildfowl when threatened with starvation or for prevention of crop damage.

### 5. Resident Wildlife Feeding

Commodity Credit Corporation grain may be donated to State agencies for resident wildlife threatened with serious damage or loss from starvation.

## III ANIMAL AND PLANT HEALTH INSPECTION SERVICE

The Animal and Plant Health Inspection Service is prepared to provide technical advice and assistance as follows:

### A. Animal Disease

Veterinarians and inspectors assist in carrying out all State and Federal emergency animal disease prevention, control and eradication measures.

### B. Wholesomeness

Veterinarians and inspectors assure the wholesomeness of meat and poultry products and by-products in slaughtering and processing plants subject to continuous inspection by the Animal and Plant Health Inspection Service.

### C. Plant Pests

Plant pathologists and entomologists may assist in emergency measures to control, eradicate, and prevent the spread of certain plant diseases and insect pests.

## IV COOPERATIVE EXTENSION SERVICE

The Cooperative Extension Service provides informational and educational material to farmers, ranchers, and others on what they can do to protect themselves and their property against the hazards associated with disasters. State and local extension services provide advice on clean up of damaged property, sanitation precautions, insect control, food preparation in the emergency, recovery actions on damaged farms and renovation of damaged equipment and property.

## V FARMERS HOME ADMINISTRATION

Following a natural disaster, the Farmers Home Administration may make emergency loans in counties designated as emergency loan areas by the Secretary of Agriculture. Where 25 or fewer farmers have been affected by a disaster, the Farmers Home Administration State Director may

authorize these loans. The initial request for a Secretarial designation or a State Director's authorization must be made to Farmers Home Administration by the local county governing body. The county governing body's request will be sent to the FmHA State Director where he is empowered to act or to the Governor of the State if more than 25 farmers are affected. The Governor may then request the Secretary to make a designation.

#### A. Emergency Loans

Emergency loans are made to eligible farmers, ranchers, and oyster planters to cover production and physical losses resulting from a designated disaster or enable them to continue operations with credit from other sources, including regular FmHA loan programs.

#### B. Loan Features

The loans are limited to the amount of loss not compensated for by insurance or otherwise. Terms are based on each individual's repayment ability and the purpose for which the loan funds will be used. The interest rate is five percent. Security in the form of liens on crops, livestock, farm machinery, and real estate must be provided with sufficient equity to protect the government's interest. For losses of a physical nature, emergency loans will be based on the cost of repairing, replacing, and restoring farm property and farm homes, including essential furnishings and personal possessions. Applicants may be reimbursed for expenses already incurred for such purposes. Loans that are based on qualifying production losses may include funds to repay applicants for production expenses which went into their damaged or destroyed crop and livestock enterprises. In all cases, applicants will be required to furnish itemized statements of expenditures for which they are requesting reimbursement.

### VI FEDERAL CROP INSURANCE CORPORATION

The Federal Crop Insurance Corporation offers to sell insurance to farmers on one or more crops. This insurance covers production costs, and payment is made after a crop loss where yields fall below guaranteed coverage. Farmers must have purchased such insurance prior to the crop loss.

### VII FOOD AND NUTRITION SERVICE

Under Public Law 93-288 and Executive Order 11795 designated to implement this law, responsibility for distribution of food in a natural disaster area is assigned to the Federal Disaster Assistance Administration (FDAA) in the Department of Housing and Urban Development (HUD). This executive order further delegates the President's authority to determine food stamp disaster areas as well as the distribution of food stamps and emergency food coupon allotments in disaster situations to the Secretary of Agriculture. The distribution of emergency food coupon allotments may also be authorized by the Secretary of Agriculture, upon request of the State Department of Public Welfare.  
(See Annex C for additional information)

### VIII FOREST SERVICE

- A. Provides fire protection on national forests and assists in control of fires that threaten to spread from nearby lands into national forests.
- B. Cooperates with State foresters by providing financial and technical assistance in rural and wildland fire prevention and suppression.
- C. Provides professional assistance and financing to State organizations for preventing, detecting and evaluating forest insect and disease outbreaks on lands of all ownership.

- D. Installs emergency measures for runoff retardation and soil erosion prevention to safeguard life and property of watershed lands suddenly impaired by fire, flood, and other natural disaster.
- E. Furnishes personnel and equipment for rescue work and other emergency measures on national forests and on other lands in cooperation with State forestry agencies.

## **IX RURAL ELECTRIFICATION ADMINISTRATION**

The Rural Electrification Administration assists REA-financed electric and telephone cooperatives and companies with additional loans and technical assistance in obtaining resources for restoration of service after a natural disaster.

## **X SOIL CONSERVATION SERVICE**

The Soil Conservation Service is prepared to:

- A. Provide technical and financial assistance under authority of Section 216 of the Flood Control Act of 1950, with authorization from the Secretary of Agriculture, to undertake such measures for runoff retardation and soil erosion prevention as may be needed to safeguard lives and property from floods and the products of erosion on any watershed whenever fire or any other natural forces have caused a sudden impairment of the watershed.
- B. Provide technical assistance for rehabilitation of land and conservation systems for which ASCS provides cost-sharing.
- C. Provide technical assistance for emergency protection against high water and rehabilitation of rural lands damaged by natural disaster.
- D. Provide assistance in evaluating the severity of the Disaster (depth of water, time inundated, area affected, etc.). Also includes assistance in assessing the type of problems created and the amount and type of emergency work needed to restore the area to normal operations.
- E. Provide information and materials (maps and reports) on watershed projects, river basin studies, and Rural Conservation and Development projects.
- F. Provide assistance in locating heavy earth-moving equipment.
- G. Make available pickups and other types of transportation equipment for emergency use.
- H. Provide assistance with transportation problems when roads and highways cannot be used.



**APPENDIX 2 TO ANNEX K**  
**ADDITIONAL USDA ASSISTANCE AVAILABLE**  
**FOLLOWING A MAJOR DISASTER OR EMERGENCY**  
**DECLARATION BY THE PRESIDENT**

**I GENERAL**

A Presidential major disaster or emergency declaration under the Disaster Relief Act of 1974 (PL 93-288) makes possible the following additional assistance:

**II LIVESTOCK FEED**

Assistance may be offered through the donation of Commodity Credit Corporation (CCC) - owned feed grain programs listed under A and B below. The Federal Disaster Assistance Administration may pay the additional cost of feed ingredients and services over and above the donated CCC-owned feed grains or authorize the purchase of feed locally if CCC-owned feed grains are not readily available.

**A. Crash Feed Grain Donation Program**

Eligible livestock are those which are commingled, stranded, and unidentified as to owner or if the owner is temporarily unable to arrange for feed or pasture. The duration of such a program is only until owners are able to resume care of their livestock.

**B. Herd Preservation Feed Grain Donation Program**

Eligible owners must have had their livestock operations so damaged by the disaster that they do not have remaining cash or credit with which to purchase necessary livestock feed at market or livestock feed program prices to maintain their livestock.

**III FIRE FIGHTING**

Section 417 of PL 93-288 authorizes the President to provide assistance, including grants, to any State for the suppression of any fire on publicly or privately owned forest or grassland which threatens such destruction as would constitute a major disaster. USDA Forest Service (or the U. S. Department of the Interior, Bureau of Land Management) provides technical assistance to the Federal Disaster Assistance Administration which administers PL 93-288. (See Annex P for additional information)

**IV DEBRIS CLEARANCE**

PL 93-288 authorizes the President to use Federal departments, agencies, and instrumentalities to remove from publicly or privately owned lands and waters, debris and wreckage resulting from a major disaster, or to make grants to any State or local government for such debris removal. Policies, procedures, and methods of removal will be determined by Federal Disaster Assistance Administration. (See Annex O for additional information)

**V EMERGENCY LOANS**

When the President declares a major disaster, the Farmers Home Administration automatically makes loans available in counties named by Federal Disaster Assistance Administration. Such loans are made at the same interest rates and terms and for the same purposes as described for loans under a designation by the Secretary of Agriculture.





ANNEX P  
Fire Suppression

ANNEX L  
Timber Removal

ANNEX M  
Emergency Food  
Stamps

ANNEX N  
Community Disaster  
Loans

ANNEX O  
Debris Removal



**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX L**

**TIMBER REMOVAL AND SALE**

**I REFERENCES**

- A. Section 418(d), Public Law 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.57, Code of Federal Regulations, FDAA.

**II SITUATION**

- A. A major disaster may damage timber growing on private lands which may require that the damaged timber be removed and/or salvaged.
- B. The Department of Environmental Resources, along with the local or county agency having jurisdiction, will survey the conditions of the timber in the disaster area and develop and implement an action plan for clearing and salvage. This may include cutting and hauling salvagable timber or burning damaged timber for which salvage is inappropriate.
- C. If the requirements for timber removal are beyond the capacity of State, County and local resources, additional assistance may be obtained through the FDAA under Public Law 93-288.

**III PROGRAM DESCRIPTION**

- A. When the Regional Director, FDAA, determines it to be in the public interest, he may approve grants to a State or local government for the purpose of removing from privately owned lands timber damaged as a result of a major disaster.
- B. The area to be cleared will be inspected by Federal and State representatives to provide a valid basis for approval of work to be done. In those cases where work has already been started or completed, the inspection is to determine a reasonable basis for approving or disapproving such work. Inspection reports shall include a complete description of the land to be cleared and of the eligible work, and an estimate of the salvage value, as well as the estimated cost of such work.
- C. Any applicable insurance recoveries and any salvage value of all timber removed are to be considered and deducted from the costs for approved work. If the individual property owner elects to burn or otherwise dispose of the damaged timber instead of salvaging it, an estimated value of potential salvage shall be established by Federal and State representatives.
- D. The Regional Director may approve costs for construction of temporary roads for access to or salvage of damaged timber.

**IV ELIGIBILITY**

Consideration under this grant program will be limited to those private land areas where the effects of the major disaster clearly present threats to life and property or may cause considerable flooding. Priorities will be established so as to focus on areas where fire, pests and hazards to wildlife are concentrated.

## V RESPONSIBILITIES

The State Department of Environmental Resources is responsible for the following functions in connection with the Timber Removal and Sale Program:

- A. Survey of the condition of timber in the disaster area and develop and implement an action plan for clearings and salvage.
- B. Establish priorities in the approval of work where fire, pest, and wildlife hazards are concentrated.
- C. Establish a limitation on the appropriate degree of clearings to be approved.
- D. Establish approved work practices and a scale of acceptable unit costs (per acre or otherwise) if feasible.
- E. Submit a request for Federal Assistance, when appropriate, to the State Coordinating Officer who will review it and forward it to the Governor for approval.

## VI PROCEDURES

The nature of the disaster will determine the specific procedures that must be initiated to insure that the intent of the Public Law is achieved. Minimum standards will be adopted to provide equitable reimbursement for landowner costs, while providing for certification of projects by competent professionals. Inspections will be carried out to insure compliance with standards and records kept will be adequate to satisfy State and Federal auditors.

ANNEX P  
Fire Suppression

ANNEX Q  
Emergency Public  
Transportation

ANNEX M  
Emergency Food  
Stamps

ANNEX N  
Community Disaster  
Loans

ANNEX O  
Debris Removal





# COMMONWEALTH OF PENNSYLVANIA DISASTER RECOVERY PLAN

## ANNEX M

### EMERGENCY FOOD STAMP ASSISTANCE

#### I REFERENCES

- A. Section 409, Public Law 93-288, Disaster Relief Act of 1974.
- B. Section 410, Public Law 93-288, Disaster Relief Act of 1974.
- C. The Food Stamp Act of 1964, Public Law 88-525.

#### II SITUATION

- A. If a catastrophe is determined to be a major disaster by the President under Public Law 93-288, it does not automatically warrant the need for emergency food stamp assistance or the distribution of food commodities.
- B. When the disaster is of a nature that people are driven from their homes, the Commodity Food Program may be authorized for emergency mass feedings. Requests for food supply may come from the State Coordinating Officer or the voluntary organizations operating emergency feeding stations and/or mass shelters. The FDAA will supply the requirements through a mission assignment to GSA who will purchase food stuffs on the commercial market.
- C. The Secretary of Agriculture, through the Food and Nutrition Service (FNS), has been given sole authority for approving emergency food stamp issuance. If FNS determines that the on-going Food Stamp Program in a disaster area can adequately meet the food needs of afflicted households, then emergency food stamp procedures will not be implemented.
- D. In accordance with the Food Stamp Act, emergency food stamp assistance may be authorized by FNS as a result of a lesser disaster, i.e., a temporary emergency, even if the affected area has not been declared a major disaster.

#### III PROGRAM DESCRIPTION

- A. The on-going Food Stamp Programs of FNS which are designed to provide food assistance to low-income households on a continuing or as needed basis, can be converted immediately to serve people affected by disasters. In disaster situations, the programs are available to all those in need of food assistance.
- B. The type of response by FNS depends on the nature and extent of the disaster. Where a quick response is needed to meet a sudden, heavy demand at County Board of Assistance Offices, emergency food stamp issuance probably would be authorized. On the other hand, in situations where there is ample advance warning of a disaster and where there is a gradual demand at County Board of Assistance Offices, the on-going program would be more responsive to the needs of the people.

#### IV RESPONSIBILITY

The State Department of Public Welfare (hereinafter referred to as the "State Agency") is assigned responsibility for administration of the Food Stamp Program in the Commonwealth of Pennsylvania.

## V CONCEPT OF OPERATIONS

A. Application for Authorization. When all or part of a food stamp project area has been struck by a disaster and the ongoing Food Stamp Program cannot meet the needs of the eligible households, the State Agency may apply to FNS for authorization to implement emergency food stamp assistance procedures. This application should be made informally by telephone or otherwise, with Regional Office as soon as the need has been established. The State Coordinating Officer and the Federal Coordinating Officer will be advised when the request is made. The informal application must be followed-up by a written application as soon as possible and must include the following substantiating facts:

1. The date the disaster began.
2. A list of the project areas or a description of the geographical limits of parts of project areas in need of assistance.
3. A determination with substantiation that households residing within the affected parts of project areas are in need of emergency food stamp assistance because of a reduction in or inaccessibility of income or cash resources as a result of the disaster.
4. An estimate of the number of eligible households in need of this assistance.
5. A determination with substantiation that the food needs of these households cannot be met by the ongoing Food Stamp Program.
6. A statement of the desired length of the disaster issuance period (1 month or less).
7. A determination that temporary issuance arrangements are or are not necessary, and a description of any such proposed arrangements.
8. When it is a Presidentially declared major disaster, information on the use of a disaster relief agency, if any, with which the State Agency wants to cooperate in administering emergency food stamp assistance. A disaster relief agency is a public or private agency designated by the State Agency with the approval of FNS or by FNS to perform specified functions in connection with certification for and distribution of emergency food coupon allotments during a Presidentially declared major disaster. The State Agency must specify the functions which it intends to delegate to the disaster relief agency, and the specific geographical areas in which such functions will be performed by the agency.

### B. Authorization

1. Upon application approval, FNS will authorize the State Agency to use the certification and issuance procedures set forth in this Plan, specifying the project areas, or parts of project areas, where such procedures are authorized. This authorization will be made by telephone with written confirmation to follow.
2. If it is determined that temporary arrangements are necessary for the issuance of coupons, FNS will approve the use of any such arrangements.
3. Following a Presidentially declared major disaster, if the need for a disaster relief agency is determined by FNS, FNS will authorize the use of a disaster relief agency, specifying the functions which it may perform.



4. FNS will also specify the period of authorization. This period shall not be for more than 1 month. However, the State Agency may apply for an extension of the emergency period. Such an extension may be authorized by FNS, if FNS determines that emergency food stamp assistance is necessary beyond this period because of the continuing effects of the disaster.

C. Liaison. In the event of a disaster, whether victims are aided through ongoing programs or disaster program procedures, State Agency liaison with the Federal Disaster Assistance Administration and disaster assistance agencies is essential to insure the prompt distribution of emergency food coupon allotments to all eligible disaster victims in need of food assistance. If the affected area is declared a major disaster by the President, the State Agency shall maintain liaison with the Federal Coordinating Officer and the State Coordinating Officer.

D. Eligibility and Certification

1. Households -- Due to emergency conditions, it is possible that more than one family will occupy a dwelling. Therefore, applicant groups or individuals sharing common living quarters may be certified as separate households.
2. Eligibility Requirements -- The following eligibility requirements must be met:
  - a. The household resides either temporarily or permanently within the geographic limits of the disaster area.
  - b. The household has access to cooking facilities (or is eligible for Home Delivered Meals).
  - c. The household is in need of emergency food stamp assistance because of a reduction in or inaccessibility of income or cash resources as a result of the disaster.
3. Currently Certified -- The fact that the household is currently certified to participate in the Food Stamp Program does not preclude a disaster issuance if the household is unable to make the previously authorized purchase, has lost previously purchased coupons, or has lost stocks of food acquired through the use of food coupons.

E. Application Forms

1. The Application for Emergency Food Stamp Assistance, PA 17-SP, is completed for all households applying for emergency food stamp assistance. (Appendix 1 is a sample application form).
2. The application must be signed by the head of the household, his spouse or an authorized representative.
3. As a control on duplicate applications, the social security number of the head of the household is recorded on the application form.

F. Identification Card. An appropriate identification card, PA 2-SP or PA 2-SPM, is issued to each eligible household.

## VI REPORTING FOR ASSISTANCE

- A. In the event of a major disaster, individual applicants will be directed to report to a Disaster Assistance Center where their assistance needs will be ascertained.
- B. If assistance in the form of food coupons is warranted, the applicant will be directed to one of the County Board of Assistance Offices listed in Appendix 2.





## EXHIBIT A

APPLICATION FOR EMERGENCY  
FOOD STAMP ASSISTANCE

County

Record No.

Print or type all information

HEAD OF HOUSEHOLD (LAST - FIRST - INITIAL)

Social Security No.

Permanent Address

Temporary Address

## OTHER MEMBERS OF HOUSEHOLD

1		6	
2		7	
3		8	
4		9	
5		10	
Number in Household		Number of persons in household already participating in Food Stamp Program	

I declare under penalty of fine or imprisonment, or both that:

1. My household has not previously applied for emergency food stamp assistance during this disaster for this issuance period;
2. My household resides at the above address(es);
3. My household is in need of emergency food stamp assistance because of a reduction in or inaccessibility of income or cash resources as a result of the disaster; and
4. My household intends to purchase and prepare food for home consumption (or is eligible for Home Delivered Meals).

I understand that any unauthorized use, transfer, acquisition, possession, or presentation of food coupons may subject me to legal prosecution. I give permission for you to verify my household situation and my financial circumstances.

Date

Signature of Applicant

Certifying Agency Representative - Signature

Name of Certifying Agency

Effective July 1, 1973

PA 17-SP 1-73 (100)  
DPW-OIM-PA MANUALANNEX P  
Fire SuppressionANNEX Q  
Emergency Public  
TransportationANNEX R  
Economic RecoveryANNEX N  
Community Disaster  
LoansANNEX O  
Debris Removal

EXHIBIT A

My household has been affected by the disaster as follows:

(1) My house is Not livable because of \_\_\_\_\_.

(2) My place of employment is inaccessible/inoperable due to disaster.  
\_\_\_\_\_

(3) Source of income has been cut off. (Such as Social Security Check, Welfare Check, etc.) \_\_\_\_\_

(4) Other - \_\_\_\_\_

Briefly describe: \_\_\_\_\_  
\_\_\_\_\_

ANNEX M  
APPENDIX 2

## DIRECTORY OF COUNTY ASSISTANCE OFFICES

Adams County Board of Assistance  
15 York Street, P.O. Box 479  
Gettysburg: PA 17325  
Telephone: 717-334-6241

Allegheny County Board of Assistance  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Telephone: 412-565-2137

Eastern District  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Telephone: 412-565-2332

Hill District  
Fort Pitt Building  
10 Wood Street  
Pittsburgh, PA 15222  
Telephone: 412-565-2500

Liberty District  
610 Wood Street  
Pittsburgh, PA 15222  
Telephone: 412-565-2652

North County District  
242 Fifth Avenue  
Pittsburgh, PA 15222  
Telephone: 412-565-7755

Northern District  
Fulton Building  
107 Sixth Street  
Pittsburgh, PA 15222  
Telephone: 412-565-2850

Penn District  
900 Penn Avenue  
Pittsburgh, PA 15222  
Telephone: 412-565-5611

Southeast District  
801 Walnut Street  
McKeesport, PA 15132  
Telephone: 412-664-6800

Southern District  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222  
Telephone: 412-565-2234

South Side District  
900 Sarah Street  
Pittsburgh, PA 15203  
Telephone: 412-565-7830

Susquehanna District  
7800 Susquehanna Avenue  
Pittsburgh, PA 15208  
Telephone: 412-243-1520

Armstrong County Board of Assistance  
280 North Jefferson Street  
P.O. Box 509  
Kittanning, PA 16201  
Telephone: 412-543-1651

Beaver County Board of Assistance  
Jefferson Street & R.I. Avenue  
P.O. Box 349  
Rochester, PA 15074  
Telephone: 412-774-7310

Bedford County Board of Assistance  
125 West Pitt Street, P.O. Box 163  
Bedford, PA 15522  
Telephone: 814-623-6151

Berks County Board of Assistance  
901 East-Wyomissing Boulevard  
P.O. Box 702  
Reading, PA 19603  
Telephone: 215-378-4211

Blair County Board of Assistance  
1106 16th Street  
Altoona, PA 16601  
Telephone: 814-946-0861

Bradford County Board of Assistance  
521 Main Street  
Towanda, PA 18848  
Telephone: 717-265-9186

Bucks County Board of Assistance  
3805 Otter Street  
Bristol, PA 19007  
Telephone: 215-785-4081

District Office  
22-28 South Main Street  
Doylestown, PA 18901  
Telephone: 215-345-6030

Butler County Board of Assistance  
409 South Main Street  
P.O. Box 510  
Butler, PA 16001  
Telephone: 412-285-1766

Cambria County Board of Assistance  
239 Main Street  
Johnstown, PA 15901  
Telephone: 814-535-6711

Carbon County Board of Assistance  
26 Broadway  
Jim Thorpe, PA 18229  
Telephone: 717-325-3601

Cameron County Board of Assistance  
303-309 South Chestnut Street  
P.O. Box 71  
Emporium, PA 15834  
Telephone: 814-483-3757

Centre County Board of Assistance  
Zion Road, P. O. Box 477  
Bellefonte, PA 16823  
Telephone: 814-355-5531

Chester County Board of Assistance  
510 East Gay Street  
West Chester, PA 19380  
Telephone: 215-436-2484

District No. 2  
118 East Lincoln Highway  
Coatesville, PA 19320  
Telephone: 215-383-5300

Clarion County Board of Assistance  
8 Grant Street, P. O. Box 629  
Clarion, PA 16214  
Telephone: 814-226-7480

Clearfield County Board of Assistance  
1121 Linden Street Ext., P.O. Box 550  
Clearfield, PA 16830  
Telephone: 814-765-7591

Clinton County Board of Assistance  
319 North Grove Street, P.O. Box 450  
Lock Haven, PA 17745  
Telephone: 717-748-2971

Columbia County Board of Assistance  
1123 Old Berwick Road, P.O. Box 287  
Bloomsburg, PA 17815  
Telephone: 717-389-3516

Crawford County Board of Assistance  
747 Terrace Street, P.O. Box 446  
Meadville, PA 16335  
Telephone: 814-337-1226

Cumberland County Board of Assistance  
41-45 North Pitt Street, P.O. Box 599  
Carlisle, PA 17013  
Telephone: 717-249-2929

Dauphin County Board of Assistance  
131 Walnut Street, P.O. Box 1163  
Harrisburg, PA 17108  
Telephone: 717-787-2324

Cameron District Office  
99 South Cameron Street, P.O. Box 1163  
Harrisburg, PA 17108  
Telephone: 717-787-2958



Delaware County Board of Assistance  
S.E. Corner 12th & Crosby Streets  
Chester, PA 19013  
Telephone: 215-876-5511

Social Service District  
7th & Sproul Streets  
Chester, PA 19013  
Telephone: 215-874-8621

Elk County Board of Assistance  
218 Main Street, P.O. Box F  
Ridgway, PA 15853  
Telephone: 814-776-1101

Erie County Board of Assistance  
1002 Peach Street, P.O. Box 958  
Erie, PA 16512  
Telephone: 814-453-5661

Fayette County Board of Assistance  
11 East Penn Street  
Uniontown, PA 15401  
Telephone: 412-437-2831

Forest County Board of Assistance  
May Street, P.O. Box 367  
Tionesta, PA 16353  
Telephone: 814-755-3552

Franklin County Board of Assistance  
409 Chambersburg Trust Co. Bldg.  
N.E. Corner Memorial Square  
Chambersburg, PA 17201  
Telephone: 717-264-6121

Fulton County Board of Assistance  
Penn Village Shopping Plaza  
Route 16, P.O. Box 637  
McConnellsburg, PA 17233  
Telephone: 717-485-3151

Greene County Board of Assistance  
35 S. West Street, P.O. Box 312  
Waynesburg, PA 15370  
Telephone: 412-627-8171

Huntingdon County Board of Assistance  
1001-03 Washington Street, P.O. Box 398  
Huntingdon, PA 16652  
Telephone: 814-643-1170

Indiana County Board of Assistance  
1822 Route 286 South  
Indiana, PA 15701  
Telephone: 412-357-2900

Jefferson County Board of Assistance  
480 East Main Street  
Reynoldsville, PA 15851  
Telephone: 814-653-8225

Juniata County Board of Assistance  
9 North Third Street, P.O. Box 65  
Mifflintown, PA 17059  
Telephone: 717-436-2158

Lackawanna County Board of Assistance  
326 Adams Avenue  
Scranton, PA 18503  
Telephone: 717-961-4525

Lancaster County Board of Assistance  
832 Manor Street, P.O. Box 659  
Lancaster, PA 17604  
Telephone: 717-299-0731

Lawrence County Board of Assistance  
108 East South Street  
New Castle, PA 16101  
Telephone: 412-658-3541

Lebanon County Board of Assistance  
50 North 9th Street  
P.O. Box 10  
Lebanon, PA 17042  
Telephone: 717-273-6721

Lehigh County Board of Assistance  
Centre Square Building  
11 North Seventh Street  
Allentown, PA 18101  
Telephone: 215-821-6509



Luzerne County Board of Assistance  
100 North Pennsylvania Avenue  
Wilkes-Barre, PA 18701  
Telephone: 717-825-7511

Hazleton District Office  
United Services Agency  
130 West Broad Street  
Hazletown, PA 18201  
Telephone: 717-459-9721

Kingston District Office  
United Services Agency  
Market & North Maple Streets  
Kingston, PA 18704  
Telephone: 717-459-0721

Pittston District Office  
United Services Agency  
49 South Main Street  
Pittston, PA 18640  
Telephone: 717-655-4523

Lycoming County Board of Assistance  
335 Rose Street  
Williamsport, PA 17701  
Telephone: 717-326-2681

McKean County Board of Assistance  
84 Boylestown Street, P.O. Box 16  
Bradford, PA 16701  
Telephone: 814-362-4671

Mercer County Board of Assistance  
3320 East State Street  
P.O. Box 1042  
Sharon, PA 16146  
Telephone: 412-981-2100

Mifflin County Board of Assistance  
159 Valley Street, P.O. Box 1942  
Lewistown, PA 17044  
Telephone: 717-248-6746

Monroe County Board of Assistance  
103 North Seventh Street  
Stroudsburg, PA 18360  
Telephone: 717-424-3030

Montgomery County Board of Assistance  
1950 Calimia Drive  
Norristown, PA 19401  
Telephone: 215-631-2100

Montour County Board of Assistance  
87 Northumberland Street, P.O. Box 278  
Danville, PA 17821  
Telephone: 717-275-7430

Northampton County Board of Assistance  
201 Riverside Drive  
Easton, PA 18042  
Telephone: 215-253-9101

Northumberland County Board of Assistance  
401-417 West Chestnut Street  
Shamokin, PA 17872  
Telephone: 717-644-0455

Perry County Board of Assistance  
South Church Street  
New Bloomfield, PA 17068  
Telephone: 717-582-2127

Philadelphia County Board of Assistance  
Philadelphia State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130  
Telephone: 215-238-7720

Boulevard District  
191 West Hunting Park Avenue  
Philadelphia, PA 19140  
Telephone: 215-238-3900

Center District  
667 North Broad Street  
Philadelphia, PA 19123  
Telephone: 215-238-6300

Delancey District  
4415 Chestnut Street  
Philadelphia, PA 19104  
Telephone: 215-238-3800

Elmwood District  
2416 Walnut Street  
Philadelphia, PA 19103  
Telephone: 215-238-6500

Federal District  
1415 Catherine Street  
Philadelphia, PA 19146  
Telephone: 215-238-6100

Girard District  
677 North Broad Street  
Philadelphia, PA 19123  
Telephone: 215-238-6200

Hill District  
18 West Cheltenham Avenue  
Philadelphia, PA 19144  
Telephone: 215-238-3773

Jefferson District  
918 North Broad Street  
Philadelphia, PA 19130  
Telephone: 215-238-3950

Lehigh District  
22nd and Lehigh Streets  
Philadelphia, PA 19132  
Telephone: 215-238-3700

Medical Assistance District  
5th Floor, Phila. State Office Bldg.  
Philadelphia, PA 19133  
Telephone: 215-238-6700

Non-Public Assistance Food Stamp Dist.  
401 North Broad Street  
Philadelphia, PA 19108  
Telephone: 215-238-3300

North District  
2400 North Front Street  
Philadelphia, PA 19133  
Telephone: 215-238-7900

Nursing Home District  
211 South 4th Street  
Philadelphia, PA 19106  
Telephone: 215-238-7832

Ogontz District  
5724 North Broad Street  
Philadelphia, PA 19141  
Telephone: 215-238-3500

Passyunk District  
2514 South 24th Street  
Philadelphia, PA 19145  
Telephone: 215-238-6084

Ridge District  
2925 North Broad Street  
Philadelphia, PA 19132  
Telephone: 215-238-7965

Snyder District  
1012 South 12th Street  
Philadelphia, PA 19147  
Telephone: 215-238-7105

Tioga District  
1038 Sedgley Avenue  
Philadelphia, PA 19133  
Telephone: 215-238-3850

Vine District  
1400 Spring Garden Street  
Philadelphia, PA 19130  
Telephone: 215-238-6400

West District  
500 Parkside Avenue  
Philadelphia, PA 19103  
Telephone: 215-238-3600

WIN District  
Philadelphia State Office Bldg.  
1400 Spring Garden Street, 8th Floor  
Philadelphia, PA 19130  
Telephone: 215-238-7316

Pike County Board of Assistance  
111 West Harford Street  
Milford, PA 18337  
Telephone: 717-296-6114

Potter County Board of Assistance  
First National Bank Bldg., E. 2nd Street  
Coudersport, PA 16915  
Telephone: 814-274-9700

Schuylkill County Board of Assistance  
410 North Center Street  
Pottsville, PA 17901  
Telephone: 717-622-8181

Snyder County Board of Assistance  
550 South High Street  
P. O. Box 56  
Selinsgrove, PA 17870  
Telephone: 717-374-8026

Somerset County Board of Assistance  
651 South Center Street  
P.O. Box 271  
Somerset, PA 15501  
Telephone: 814-443-3681

Sullivan County Board of Assistance  
112 Main Street, First Floor  
Dushore, PA 18614  
Telephone: 717-928-8596

Susquehanna County Board of Assistance  
4 Maple Street  
Montrose, PA 18801  
Telephone: 717-278-3891

Tioga County Board of Assistance  
103 West Avenue, P.O. Box 176  
Wellsboro, PA 16901  
Telephone: 717-724-4051

Union County Board of Assistance  
27 South Fifth Street  
Lewisburg, PA 17837  
Telephone: 717-524-2201

Venango County Board of Assistance  
1272 Elk Street  
Franklin, PA 16323  
Telephone: 814-437-5711

Warren County Board of Assistance  
222 Liberty Street, P.O. Box 397  
Warren, PA 16365  
Telephone: 814-723-6330

Washington County Board of Assistance  
87 West Wheeling Street, P.O. Box 490  
Washington, PA 15301  
Telephone: 412-228-4800

Donora District  
547 McKean Avenue, P.O. Box 302  
Donora, PA 15033  
Telephone: 412-379-5700

Wayne County Board of Assistance  
100 Fourth Street  
Honesdale, PA 18431  
Telephone: 717-253-1185

Westmoreland County Board of Assistance  
118-120 Harrison Avenue  
P.O. Box 670  
Greensburg, PA 15601  
Telephone: 412-834-6800

Monessen District Office  
Mon Valley Community Health Center  
Eastgate 8  
Monessen, PA 15062  
Telephone: 412-684-4542

New Kensington District Office  
Fourth Avenue  
New Kensington, PA 15068

Wyoming County Board of Assistance  
R.D. 4, Box 490  
Tunkhannock, PA 18657  
Telephone: 717-836-5171

York County Board of Assistance  
140 Roosevelt Avenue  
P.O. Box M-41  
York, PA 17405  
Telephone: 717-845-5641

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**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX N**

**COMMUNITY DISASTER LOANS**

**II REFERENCES**

- A. Section 414, PL 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.56, Code of Federal Regulations, FDAA

**II DEFINITIONS**

- A. “Administrator” means the Administrator, Federal Disaster Assistance Administration, (FDAA), Department of Housing and Urban Development.
- B. “Governor’s Authorized Representative” means the person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance, including certification of applications for public assistance. The Director, State Council of Civil Defense is the Governor’s Authorized Representative.
- C. “Local Government” means the government of any County, City, Borough, Township, or Town, and includes any other public entity for which an application for assistance is made by the State or political subdivision thereof.

**III PROGRAM DESCRIPTION**

- A. A Community Disaster Loan may be approved by the Administrator when a local government suffering a substantial loss of tax and other revenues as a result of a major disaster demonstrates a need for financial assistance in order to carry on existing governmental functions or to expand such existing functions to meet disaster related needs.
- B. A Community Disaster Loan may be approved in either the fiscal year in which the disaster occurred or the fiscal year immediately following that year; provided, however, that only one such loan may be approved. The loan must be justified on the basis of need and shall be based on the actual and projected losses of revenues and disaster related expenses, as a result of the major disaster, for the fiscal year in which the disaster occurred and for the three succeeding fiscal years.
- C. Community Disaster Loans shall bear interest at a rate determined by the Secretary of the Treasury plus such additional charges, if any, toward covering other costs of the program as may be determined by the Administrator.
- D. Repayment of all or part of a Community Disaster Loan will be cancelled when revenues of the local government during the three full fiscal years following the disaster are insufficient, as a result of the major disaster, to meet the operating budget of the local government. Disaster related expenses of a municipal operating character may be included in assessing revenues.
- E. A loan or cancellation thereof does not reduce or affect other disaster grants or assistance under the Disaster Relief Act of 1974.

#### IV PROCEDURES

- A. Before becoming eligible to apply for a Community Disaster Loan, the local government must first be designated by the President as a Major Disaster Area and be eligible for Federal Assistance.
- B. Application forms and other necessary information are available from Municipal Information Centers when activated, or from the State Council of Civil Defense, Transportation and Safety Building, Room B-151, Harrisburg, Pa. 17120, or telephone 717-783-8150.
- C. The local government should complete the necessary loan request forms and submit these to the Governor's Authorized Representative (State Council of Civil Defense) for certification that the loan request is legal and justified.
- D. The Governor's Authorized Representative will forward the loan request to the Administrator for his decision.
- E. If the Administrator determines that the projected loss is substantial and that the projected revenue loss is consistent with Federal damage estimates, he may approve a loan up to the amount of projected loss and projected disaster related expenses of a municipal operating character or 25 percent of the annual operating budget for the fiscal year in which the major disaster occurred, whichever is the lesser. The principal of the loan will be made available in increments based on disaster related needs of the applicant.
- F. No Community Disaster Loan shall be for a period of more than three years, unless otherwise approved by the Administrator. In any event, the total term of the loan shall not exceed 10 years.

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**ANNEX O**

**DEBRIS AND WRECKAGE REMOVAL**

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**I REFERENCES**

- A. Section 403, Public Law 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.55, Code of Federal Regulations, FDAA.

**II SITUATION**

A natural or man-made disaster could strike in Pennsylvania at any time which could require, in the public interest, the removal of debris or wreckage from public or private lands or water.

**III CONCEPT OF OPERATIONS**

- A. Debris and wreckage clearance is normally accomplished by the State or affected local governments, however, in a Presidentially declared "major disaster" or "emergency," if the state or affected local government requests and the Director, Region III, FDAA, determines it to be in the public interest, he may direct a federal agency to accomplish the removal of debris or wreckage, or he may authorize reimbursement to the State or local government for such work.
- B. Determination of "public interest" shall consider:
  - 1. Whether removal of debris and wreckage is necessary to eliminate threats to life and property.
  - 2. Whether removal of debris and wreckage is necessary to eliminate a hazard which threatens substantial destruction of undamaged public or private property.
  - 3. Whether removal of debris and wreckage is essential to the economic recovery of the affected community.
  - 4. Whether a benefit is derived, directly or indirectly, to the community-at-large.
- C. In a Presidentially determined "Emergency," Federal assistance for debris or wreckage removal is authorized when such assistance is needed to save lives and protect property, public health and safety or to avert or lessen the threat of a disaster.
- D. Prior to receiving Federal assistance, the State or affected local government must first arrange an unconditional authorization for removal of debris or wreckage from public and private property, and must agree to indemnify the Federal government against any claim arising from such removal.
- E. Reimbursement of an individual or non-governmental entity for the cost of removing debris from his own property is not authorized for Federal funding.



- F. Any salvage value of debris or wreckage cleared under an application for public assistance shall be deducted from the Federal reimbursement for expenses actually incurred for such clearance of debris and wreckage.

#### IV COORDINATION OF FEDERAL ASSISTANCE

- A. Requests for Federal assistance for debris or wreckage removal from State property will be coordinated by the State Department of Transportation.
- B. Requests for Federal assistance for debris or wreckage removal from private property will be coordinated by the State Department of Environmental Resources.

#### V RESPONSIBILITIES

- A. State Department of Transportation

- 1. Administer and coordinate the removal of debris and wreckage from State-owned property.
  - 2. Prepare Damage Survey Reports and Final Inspection Reports to Support project applications and for determining manpower and equipment requirements.

- B. State Department of Environmental Resources

Determine the economic feasibility of salvage of damaged timber and assist with the removal of such timber.

- C. State Council of Civil Defense

Assist affected local governments in the preparation and submission of project applications for Federal assistance in the removal of debris and wreckage from private property.

#### VI TIME LIMITATIONS

- A. Project applications must be submitted within 90 days or a lesser period if prescribed by the Regional Director, FDAA, following the date of the President's declaration of a major disaster. This date may be extended by the Regional Director if circumstances warrant.
- B. Debris clearance work must be initiated within 30 days and completed within 180 days following the President's declaration of a major disaster unless a time extension is granted by the Regional Director, FDAA. When an applicant fails to make a timely start of work, the Regional Director may withdraw Federal funding.

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DISASTER RECOVERY PLAN**

**ANNEX P**

**FIRE SUPPRESSION**

**I REFERENCES**

- A. Section 417, Public Law 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.34, Code of Federal Regulations, FDAA.
- C. Handbook for Fire Suppression Assistance (3300.9).

**II SITUATION**

Forest or grass fires on publicly or privately owned forest or grassland may develop to an actual or threatened magnitude and, under adverse climatic conditions, as to constitute a disaster if not contained. Local and State resources, as appropriate, will be utilized to the maximum to contain the fire. When these resources are determined to be no longer capable of suppressing the fire, and the situation is determined to constitute or result in a major disaster, the assistance of Federal agencies may be authorized.

**III MISSION**

The Bureau of Forestry of the Department of Environmental Resources is responsible for planning, coordination and conduct of the forest and grassland fire suppression effort, to include determination, in conjunction with the State Council of Civil Defense, of the eligibility for, and extent of, Federal funds and other assistance for fire suppression.

**IV CONCEPT OF OPERATIONS AND ORGANIZATION**

- A. Speed in requesting assistance is essential in suppressing fires. Timely suppression of the threat may preclude the need for a major disaster declaration. Therefore, the Governor is authorized to make the request to the Regional Director, Region III, Federal Disaster Assistance Administration, by telephone confirmed promptly by message or letter.
- B. A Presidential declaration of a major disaster is not required to make available Public Law 93-288 assistance for fire suppression.
- C. All assistance provided is administered by the State Forester of Pennsylvania through the State Coordinating Officer (Director, State Council of Civil Defense).
- D. Close liaison will be maintained with the United States Forest Service in order to insure awareness of serious fire risk conditions.

**V PROCEDURES**

- A. The State Forester will prepare the Governor's request for Federal assistance, submit it through the Secretary, Department of Environmental Resources, and the State Coordinating Officer, to the Governor. The request should be in the following format:
  - 1. Location of the fire by geographic location, name or track designation.

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2. A statement that the situation poses an imminent threat to become of major disaster proportions and will exceed the capability of State fire fighting resources.
  3. The nature of assistance desired in the total amount of funds, manpower, or equipment.
  4. That the Northeastern Area Director, U. S. Forestry Service, is aware of the situation and concurs in the request for assistance, if deemed appropriate.
  5. Name, location and telephone number of persons designated to coordinate total operational control of the fire fighting and emergency forces.
- B. After receipt of the Governor's request, the Director, Region III, FDAA consults the Northeastern Area Director, U. S. Forestry Service, Upper Darby, Pennsylvania, by telephone and then recommends to the Administrator by telephone what Federal assistance should be provided. The recommendation by telephone is confirmed by teletype message (TWX).
- C. The Administrator, FDAA, informs the FDAA Regional Director of his decision directly by telephone with concurrent TWX confirmation. The FDAA Regional Director notifies the Governor promptly by telephone with confirming TWX of the decision.
- D. The Regional Director, FDAA, notifies the Northeastern Area Director, U. S. Forest Service, of the Federal Disaster Assistance Administrator's decision by telephone and requests assistance in coordination of Federal support. The FDAA Regional Director makes a concurrent telephone request, confirmed by message, to the Commanding General, First U. S. Army, for manpower and equipment, if required.
- E. All eligible costs are on a reimburseable basis under a Federal/State agreement to be prepared and issued by the Regional Director, FDAA, in accordance with claims procedures outlined under Appendix L, Federal Disaster Assistance Administration Handbook 3300.4.



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**ANNEX Q**

**EMERGENCY PUBLIC TRANSPORTATION**

**I REFERENCES**

- A. Section 416, Public Law 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.53, Code of Federal Regulations, FDAA.

**II SITUATION**

- A. A major disaster may disrupt the transportation services in a community. Private automobiles and public transportation may be inoperable and portions of the road and rail system may be out of service due to the disaster.
- B. The Department of Transportation, along with the county and local agency having jurisdiction, will undertake a survey of the public transportation needs of the stricken area, and develop and implement a program to provide needed public transportation services.
- C. If the requirements for emergency public transportation are beyond the capacity of State, County, and local resources, additional assistance may be obtained through the FDAA under Public Law 93-288.

**II PROGRAM DESCRIPTION**

- A. When a major disaster declaration has been requested by the Governor for an area(s) of the State and declared by the President under authority of PL 93-288, the FDAA Regional Director may provide emergency public transportation service in the disaster affected area(s) for persons who have lost ready access to governmental offices, supply centers, stores, post offices, schools and major employment centers and to such other places as may be necessary in order to meet the emergency needs of the communities.
- B. Any transportation provided under the provisions of PL 93-288 is intended to supplement, but not replace normal transportation facilities that remain operable after a major disaster.

**III PROCEDURES**

- A. Requests for Federal emergency transportation assistance will be coordinated by the Secretary, Department of Transportation, who will assure that all available State transportation resources are committed prior to requesting assistance from the FDAA.
- B. If the requirement for Federal assistance is minor, for example, the loan of a few buses to supplement a community's bus service, the Department of Transportation will request assistance from the State Coordinating Officer who will pass the requirement to the Federal Coordinating Officer at the Disaster Assistance Center.
- C. If substantial Federal assistance is required, the Department of Transportation will prepare a specialized project application which will describe the need for assistance, including the type and amount of equipment to meet the emergency need.

- D. The project application will be sent to the State Coordinating Officer who will review it and forward it to the Governor for approval. The application is then sent to FDAA, Region III.
- E. When Federal approval is granted, the Department of Transportation will initiate and operate the emergency public transportation service.
- F. When the emergency need of the community has been met and Federal assistance is no longer required, the Department of Transportation will notify the State Coordinating Officer that the assistance should be discontinued.

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**ANNEX R**

**ECONOMIC RECOVERY FOR DISASTER AREAS**

**I REFERENCE**

- A. Title VIII, Economic Recovery for Disaster Areas, Public Law 93-288, Disaster Relief Act of 1974.

**II PROGRAM DESCRIPTION**

This program is designated to provide assistance for the economic recovery, after the period of emergency aid and replacement of essential facilities and services, of any major disaster area which has suffered a dislocation of its economy of sufficient severity to require:

- A. Assistance in planning for development to replace that lost in the major disaster.
- B. Continued coordination of assistance available under Federal-aid programs; and
- C. Continued assistance toward the restoration of the employment base.

**III ESTABLISHMENT OF RECOVERY PLANNING COUNCILS**

- A. Section 802, Reference I. above, provides that within 30 days after authorization of Federal economic recovery assistance, the Governor shall designate a Recovery Planning Council for the disaster area or part thereof.
- B. Membership. A Recovery Planning Council will be composed of not less than five members:
  - 1. Majority shall be local elected officials of political subdivisions within affected areas.
  - 2. Minimum of one (1) representative of the State.
  - 3. Minimum of one (1) representative of the Federal government.
  - 4. The Federal Coordinating Officer (FCO) will serve as a member of the Recovery Planning Council if the Council is operational during a major disaster.
- C. Use of Multijurisdictional Organizations –

PL 93-288 provides that the Governor may designate "... an existing multijurisdictional organization as the Recovery Planning Council . . . with the addition of State and Federal representatives . . . except that if all or part of an area affected by a major disaster is within the jurisdiction of an existing multijurisdictional organization established under Title III of the Appalachian Regional Development Act of 1965, such organization, with the addition of State and Federal representatives . . . shall be designated by the Governor as the Recovery Planning Council."

D. Appointment of Members/Chairmanship –

1. Within 10 days after notification that the President has authorized Economic Recovery Assistance for the disaster area, each affected political subdivision will appoint two elected officials and one resident who holds no elected office to the Recovery Planning Council. (Appointees may be individuals who represent the locality on the planning district commission).
2. The Chairman of the Federal Regional Council will appoint a Federal representative to each Recovery Planning Council.
3. The Governor will appoint a state representative to each Recovery Planning Council. The state representative will chair the Council.

#### IV FUNCTIONS OF RECOVERY PLANNING COUNCILS

- A. Review existing plans of the affected area and make recommendations to the Governor and the responsible local government, such revisions as it determines necessary for economic recovery of the area.
- B. Develop new plans to include the preparation of a recovery investment plan for the 5-year period following the declaration of the major disaster under guidelines provided in Section 802 of Reference IA.
- C. Receive and sub-allocate public works and development facilities grants and loans as authorized by the President under the provisions of Section 803 of Reference IA.
- D. Administer the Loan Guarantee Program as authorized by Section 804 of Reference IA.
- E. Coordinate technical assistance and administer grants provided to cover operating expenses of Recovery Planning Councils as provided for in Section 805 of Reference IA.

#### V RESPONSIBILITIES

A. Governor's Office of State Planning and Development (OSPD)

OSPD is responsible for coordinating over-all long-term recovery planning assistance to include:

1. Coordinating establishment of Recovery Planning Councils, as required.
2. Serving in an advisory capacity to local governments, planning districts and Recovery Planning Councils in matters related to preparation for and follow through in long-term recovery planning and assistance.
3. Providing technical assistance to help local governments and Recovery Planning Councils following a major disaster declaration by the President.
4. Assisting in understanding application procedures for disaster assistance provided in reference IA and other Federal programs.
5. Performing liaison functions with the State Council of Civil Defense and other State and Federal agencies and Recovery Planning Councils, where needed, for successful long-term recovery planning and assistance efforts.

B. State Agencies are responsible for:

1. Assisting the Office of State Planning in matters related to long-term disaster recovery.
2. Working with local governments and Recovery Planning Councils to bring relevant State and Federal programs to bear on the needs of the disaster affected area.

C. Local Governments are responsible for:

1. Accomplishing the preliminary planning and plan development necessary to effectively perform long-term recovery planning and assistance.
2. Appointing additional council members required once the Recovery Planning Council is established.
3. Participating on the Recovery Planning Council while it is in operation.









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**ANNEX S**

**DISASTER INSURANCE**

**I REFERENCES**

- A. Section 314, Public Law 93-288, Disaster Relief Act of 1974.
- B. Title 24, Parts 2205.61 through 2205.74, Code of Federal Regulations, FDAA.
- C. The Flood Disaster Protection Act of 1973, Public Law 93-234.
- D. The National Flood Insurance Act of 1968.

**II PROGRAM DESCRIPTION**

**A. Flood Insurance**

1. The Flood Disaster Protection Act of 1973 provides that:
  - a. If the Federal Insurance Administration has identified the areas having special flood hazards in a community in which the sale of flood insurance has been made available under Reference D, any building and contents not covered by flood insurance for the full insurable value or the maximum amount of insurance available, whichever is the lesser, is not eligible for Federal financial assistance.
  - b. If the Federal insurance administrator has identified an area in a community as having special flood hazards and the community is not participating in the Flood Insurance Program under reference D, restorative work as the result of disaster damage to buildings in a special flood hazard area is ineligible for Federal financial assistance.
  - c. In the case of a & b above, any building may become eligible for Federal financial assistance, if the community concerned within six months after the date of the Federal damage survey report qualifies for and enters the flood insurance program; obtains the necessary flood insurance policy for the anticipated life of the restorative work or of the insured property, whichever is the lesser.
  - d. Flood insurance is required in connection with obtaining Federal financial assistance for permanent restorative work within an identified flood-hazard area, even if a flood had not occasioned the major disaster declaration. If the applicant replaces a building outside of the special flood hazard area, Federal financial assistance for eligible permanent restorative work will not be denied for failure to insure or failure of the community to participate in the Flood Insurance Program.
2. For any State-owned building not covered by an approved State policy of self-insurance, adequate flood insurance must be obtained to cover the proposed permanent restoration work before Federal reimbursement is made.
3. When the State has been certified as an approved self-insurer under the provisions of Section 2205.74 of Reference B, the Regional Director FDAA will determine the amount of self-insurance applicable to any building damaged by a major disaster and will deduct such self-insurance from the Federal grant for permanent restorative work.

4. Exclusions: Federal financial assistance for emergency work essential for the protection and preservation of life and property as defined in Section 2205.63 of Reference B, is excluded from the provisions of the Flood Disaster Protection Act of 1973.

**B. Other Hazard Insurance —**

1. The Disaster Relief Act of 1974 requires that an applicant for assistance for repair or restoration of damaged public or private non-profit facilities purchase and maintain such insurance as may be reasonably available, adequate, and necessary to protect such facilities against future loss by the type or types of hazards included in the declaration of the major disaster in which the damages occurred. The act further specifies that the State Insurance Commissioner will certify the type and extent of insurance that is reasonably available to satisfy this requirement.
2. The following categories of Federal disaster assistance are excluded from the above insurance requirements:
  - a. Emergency assistance as in A4 above.
  - b. Eligible State-owned property covered by an adequate policy of self-insurance.
  - c. Assistance for the repair or restoration of damaged public or private non-profit facilities for which insurance is not reasonably available, adequate and necessary, including but not limited to: roads, bridges, streets, and other highway facilities, traffic controls, parking meters, drainage channels and debris basins, dikes, and levees, pumping stations, and utility distribution systems.

### **III RESPONSIBILITIES**

- A. The State Department of Community Affairs will designate qualified individuals and/or organizations and establish procedures to assist disaster victims in:
  1. Reporting claims and making adjustments in cases where insurance is in effect.
  2. Determining what insurance is reasonably available, adequate and necessary to qualify for Federal Disaster Assistance.
- B. Other State Departments and Agencies assigned property insurance responsibilities in Management Directive 720.1 will be responsible for providing assistance to activities under their purview.

### **IV PROCEDURES**

- A. Individuals, businesses or local governments who have disaster related insurance problems may obtain assistance from the Department of Community Affairs representative assigned to Disaster Assistance Centers, when established.
- B. Assistance when Disaster Assistance Centers are not established may be obtained from the Department of Community Affairs in Harrisburg, Pennsylvania.







**COMMONWEALTH OF PENNSYLVANIA  
DISASTER RECOVERY PLAN**

**ANNEX T**

**REPAIR AND RESTORATION OF DAMAGED  
PUBLIC AND PRIVATE NON-PROFIT FACILITIES**

**I AUTHORITIES**

- A. Sections 306, 314, 402, 403, 405, and 419, PL 93-288, Disaster Relief Act of 1974.
- B. Title 24, Part 2205.54, Code of Federal Regulations, FDAA.

**II REFERENCES**

- A. FDAA Handbook for Applicants (3300.5)
- B. FDAA Eligibility Handbook (3300.6)

**III PROGRAM DESCRIPTION**

Under the provisions of PL 93-288, the Commonwealth of Pennsylvania and its political subdivisions may submit applications for Federal assistance to repair, restore, reconstruct, or replace public facilities belonging to them which were damaged or destroyed in a major disaster. The State and political subdivisions may also submit applications on behalf of private non-profit organizations for educational, utility, emergency, medical, and custodial care facilities, including such facilities for the aged and disabled, and such facilities on Indian reservations which were damaged or destroyed by a major disaster.

**IV DEFINITIONS**

- A. "Private non-profit organization" means any non-governmental agency or entity that currently has an effective ruling letter from the U. S. Internal Revenue Service, granting tax exemption under section 501 (c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the non-revenue producing organization or entity is a non-profit one organized or doing business under State law.
- B. "Private non-profit facility" means any educational, utility, emergency, medical, and custodial care buildings, structures, or systems eligible under section 402(b), PL 93-288, as the result of a major disaster.
- C. "Educational facilities" means structures, classrooms, machinery, and utilities necessary or appropriate for instructional or direct support purposes.
- D. "Utility" means structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.
- E. "Emergency facility" means those buildings, structures, or systems used to provide services, such as fire protection, ambulance, or rescue, to the general public as the result of disasters or other situations of great urgency.
- F. "Medical facility" means any "hospital," "outpatient facility," "rehabilitation facility," or "facility for long-term care" as such terms are defined in section 645 of the Public Health

Service Act (42 U.S.C. 2910), and any similar facility offering diagnosis or treatment of mental or physical injury or disease, including the administrative and support facilities essential to the operating of such medical facilities although not contiguous thereto.

- G. "Custodial care facility" means those buildings, structures, or systems including those for essential administration and support, which are used to provide institutional care for such persons such as the aged and disabled who do not require day-to-day health care by doctors.
- H. "Pre-disaster design" means that capacity or measure of productive usage for which a facility could be used immediately prior to a major disaster in accordance with locally applicable health or safety codes, specifications, or standards.
- I. "Pre-disaster condition" means the State of repair or service ability of a facility immediately prior to the disaster taking into consideration prior damages, age, deterioration, and any limitations which had been placed upon its operations.

## V PROCEDURES AND ELIGIBILITY

### A. Public Facilities

1. Federal assistance for the permanent repair or restoration of public facilities may be one of three types of grants: (1) Categorical Grants, (2) Flexible Funding, (3) Small Project Applications (in-lieu contributions).
2. Each of these funding programs are explained in Annex D. For a more detailed explanation of funding, refer to the reference in Section II, A, above.

### B. Private Non-Profit Facilities —

Flexible funding or in-lieu contributions are not authorized for the repair or restoration of private non-profit facilities, however, categorical grants may be approved using the criteria for public facilities outlined in paragraph A above. No payment will be made for any work which was not within the scope of responsibility of the private non-profit facility prior to the major disaster. The following additional criteria apply for determining the eligibility of private nonprofit facilities:

1. It must be operated in a manner to carry out the nonprofit purposes of the owning organization or entity.
2. Damages must have occurred as the result of a major disaster and impair the capability of the facility to perform services for the community.
3. The eligible owning organization must give assurances of its continued operation of the facilities when restored that are acceptable to the Regional Director.
4. It must have the necessary permits and licenses to repair, restore, reconstruct, or replace the facility in accordance with the project application and to maintain and operate the facility thereafter.
5. Limitations. Grants made under the provisions of this subpart for private non-profit facilities shall not:
  - a. Be used to pay any part of the cost of facilities, supplies, or equipment which are to be used primarily for sectarian purposes; or

- b. Be used to restore or rebuild any facility to be used primarily for religious worship; replace, restore, or repair any equipment or supplies to be used primarily for religious instruction, or restore or rebuild any facility or furnish any equipment or supplies which are to be used primarily in connection with any part of the program of a school or department of divinity.
- c. No grants shall be made under this subpart for the repair, restoration, reconstruction, or replacement of any educational facility for which disaster relief assistance would not be authorized for a public facility under the Act, under PL 81-815, or Title VII of the Higher Education Act of 1965.

#### C. Facilities Under Construction –

Categorical grants may be approved for eligible public and private nonprofit facilities which were in the process of construction when damaged or destroyed by a major disaster.

1. Federal reimbursement shall not exceed the net eligible costs of the applicant, of an eligible private non-profit organization or entity, or of the contractors in restoring a facility to substantially the same condition as existed prior to the major disaster. The Regional Director, FDAA, may authorize alternative restorative work as a grant-in-lieu of restoring the facility to the same condition as existed prior to the disaster: Provided, however, that the net eligible costs to the Federal Government are not increased by approval of such alternative.
2. Eligible costs shall not include any interest cost on project funding or any cost for which reimbursement is received pursuant to insurance contracts or otherwise by the party incurring the economic burden of such costs, including reimbursements which might be received from any other private, State, or local government or Federal agency.
3. No Federal reimbursement will be made to any applicant for damages caused by its own negligence, by the negligence of any interested private organization or entity, or by any contractor.

#### D. General Provisions –

1. Functional furnishings and equipment essential to the operation of the facility will be considered as part of a facility; however, comparable used or surplus equipment shall be utilized to the extent practicable.
2. Consumable supplies damaged or lost in a disaster will be considered eligible for replacement if made within 90 days of the date of President's declaration, but limited to a 30-day requirement of each item so replaced. The 90-day deadline for replacement may be waived by the Director, Region III, FDAA, where appropriate.
3. Change in Original Grant. When the circumstances warrant, the Regional Director may change the original project approval to a grant-in-lieu based on cost estimates for the approved work that do not include escalation of costs caused by lengthy delays on the part of the applicant or his contractor.
4. Insurance. PL 93-288 provides that any applicant for assistance under sections 402 and 419 of the Act shall, with respect to any property to be replaced, restored, repaired, or reconstructed with such assistance, obtain and maintain such types and extent of insurance as may be reasonably available, adequate, and necessary to protect against future loss to such property. Details for insurance requirements are contained in Annexes B and S.



5. Codes, Specifications, and Standards. Current applicable codes, specifications, and standards are those which relate directly to the health and safety of persons using the damaged facilities and which were in general use and were enforced locally at the time of the disaster. If such codes, specifications, and standards are not in writing, the applicant must provide evidence, and a Federal official shall verify, that the codes, specifications, and standards, were in use at the time of the disaster. Where no codes, specifications, or standards, as prescribed above, apply to eligible restorative work, Federal funding will be limited to restoring the facility to its pre-disaster condition and design capacity in accordance with minimum safety standards prescribed by the Administrator, FDAA. If compliance with locally applicable codes, specifications, and standards in effect at the time of the disaster clearly will not result in a safe and usable facility, the Administrator may authorize appropriate deviations.

## VI APPLICATION FOR PUBLIC ASSISTANCE

- A. To obtain Federal financial assistance under Public Law 93-288 for the repair and restoration of damaged facilities, the eligible applicant must submit a Project Application through the Director, State Council of Civil Defense (Governor's Authorized Representative) to the Director, Region III, FDAA. (See Annex D for an explanation of Project Application procedures).
- B. Detailed instructions and forms for completing the Project Application are contained in Reference II. A above. (Handbook for Applicants). Applicants may also obtain assistance from Municipal Information Center, when established, and from the State Council of Civil Defense.















